TOWN OF CARLISLE

Middlesex County

The Town of Carlisle was incorporated as a District on April 19, 1754 and as a Town on February 18, 1805.

Miles of Road: 55

Area: 15.4 square miles

Population:		Registered Voters	- 2013		
1950:	876	2005:	5,534	Democrats:	994
1960:	1,488	2010:	5,602	Republicans:	565
1970:	2,871	2011:	5,198	Unenrolled:	2,332
1980:	3,306	2012:	5,282	Libertarians:	7
1990:	4,379	2013:	5,396	Inter 3rd Party:	0
2000:	4,923			Green-Rainbow:	8
				Total	3906

Senators in Congress:

John F. Kerry (until 1/31/13)	(D)
William Cowan (interim Senator)	(D)
Edward J. Markey (elected 6/25/13)	(D)
Elizabeth A. Warren	(D)

Representative in Congress: 5th Congressional District:

Niki Tsongas (D)

State Senator: 5th Middlesex District

Michael Barrett (D)

State Representative: 14th Middlesex District:

Cory Atkins (D)

Governor:

Deval Patrick (D)

TABLE OF CONTENTS

ADMIN	NISTRATION AND FINANCE	
7	Town Officials – Elected	5
7	Town Officials – Appointed	6
	Town Clerk	15
	Town Clerk- Records	16
7	Warrant – Annual Town Meeting – April 29, 2013	18
1	Minutes - Annual Town Meeting –April 29, 2013	38
A	Annual Town Election – May 7, 2013	54
S	Special State Election – U.S. Senate – June 25, 2013	57
1	Board of Selectmen	58
7	Town Counsel	62
7	Town Accountant	63
7	Town Treasurer	117
7	Гах Collector	118
I	Board of Assessors	119
I	Personnel Board	121
	THE AND DECLY AFFORM SERVICES	
	TH AND REGULATORY SERVICES	400
	Board of Health	123
	Building Commissioner	132
	Fire Department Permits	133
	Carlisle Housing Authority	134
	Carlisle Affordable Housing Trust	138
(Council on Aging	141
	Historical Commission	146
2	Zoning Board of Appeals	148
PUBLIC	C SERVICES AND SAFETY	
	Police Department	153
	Fire Department	156
	Department of Public Works	162
	1	
ENVIR	ONMENT AND RECREATION	
	Conservation Commission	164
	Conservation Restriction Advisory Committee	171
	Land Stewardship Committee	172
	Household Recycling Committee	175
	Planning Board	177
	Recreation Commission	186
	Trails Committee	190
)	Youth Commission	192
LIBRAI	RY AND EDUCATION	
	Gleason Public Library	194
	Carlisle Cultural Council	199

Carlisle Public Schools	200
Concord-Carlisle Regional School	
District/Superintendent	211
Concord-Carlisle Regional School Committee	217
Concord-Carlisle High School Building Committee	221
Concord-Carlisle Scholarship Fund	225
Concord-Carlisle Adult and Community Education	232
Minuteman Regional Vocational Technical School	234
Index	239

ADMINISTRATION & FINANCE

ELECTED TOWN OFFICIALS

MODERATION	
MODERATOR Wayne Davis	Term Expires 2014
najne zano	Term Empires 2011
TOWN CLERK	
Charlene M. Hinton	Term Expires 2015
BOARD OF SELECTMEN	
Timothy F. Hult, Chairman	Term Expires 2014
John Gorecki	Term Expires 2016
Peter Scavongelli	Term Expires 2015
John D. Williams	Term Expires 2014
Douglas A. G. Stevenson	Term Expires 2015
BOARD OF ASSESSORS	
Michael Coscia, Chairman	Term Expires 2014
Kenneth Mostello	Term Expires 2015
James C. Marchant	Term Expires 2016
BOARD OF HEALTH	
Jeffrey A. Brem	Term Expires 2014
Vallabh Sarma	Term Expires 2015
Donna Margolies	Term Expires 2015
Catherine Galligan	Term Expires 2016
William Risso	Term Expires 2016
HOUSING AUTHORITY	
Alan P. Lehotsky, Chairman	Term Expires 2017
W. Randall Brown	Term Expires 2016
Steven Pearlman	Term Expires 2015
James Bohn	Term Expires 2014
Carolyn K.H. Ing, Governors Appointment	
LIBRARY TRUSTEES	
Steven Golson, Chair	Term Expires 2014
Larissa Shyjan	Term Expires 2015
Thornton Ash	Term Expires 2016
PLANNING BOARD	
Marc Lamere, Chairman	Term Expires 2016
Nathan Brown	Term Expires 2015
Michael Epstein	Term Expires 2014
Jonathan Stevens	Term Expires 2014
Karen Andon Danis	Term Expires 2016
Edward Rolfe David Freedman	Term Expires 2016
Thomas Lane (assoc.)	Term Expires 2015 Term Expires 2016
Brian Larson (assoc.)	Term Expires 2016
\ /	1

SCHOOL COMMITTEE

Mary Storrs, Chairman Term Expires 2016
Joshua Kablotsky Term Expires 2016
Louis Salemy Term Expires 2014
William Fink Term Expires 2014
Melissa McMorrow Term Expires 2015

APPOINTED OFFICIALS

TOWN ADMINISTRATOR

Timothy D. Goddard

TOWN ACCOUNTANT

Priscilla Dumka

FINANCE DIRECTOR TOWN TREASURER TAX COLLECTOR

M. Lawrence Barton

TOWN COUNSEL

Miyares and Harrington LLP

SUPERINTENDENT OF PUBLIC WORKS

Gary R. Davis

BUILDING COMMISSIONER

John A. Luther

INSPECTOR OF PLUMBING, GAS PIPING AND APPLIANCES

James Powderly

WIRING INSPECTOR

Vincent Chant

INSPECTOR OF ANIMALS

Lawrence Sorli Deborah A. Toher

DOG OFFICER

Robert A. Dennison

FIELD DRIVER

Deborah A. Toher

KEEPER OF TOWN FLAGS

Thomas Ratcliffe

FENCE VIEWER

Lawrence O. Sorli

KEEPER OF TOWN CLOCK

Robert J. Koning, Jr.

BOARD OF REGISTRARS

Cynthia Schweppe	Term Expires 2015
Elizabeth Bishop	Term Expires 2014
Sally Zielinski	Term Expires 2016

CELEBRATIONS COMMITTEE

Scott Evans	Term Expires 2014
Douglas A. G. Stevenson	Term Expires 2014
Barbara Culkins	Term Expires 2014
Dale Ryder	Term Expires 2014
Alan Cameron	Term Expires 2014
Father Thomas P. Donohoe (Ex-Officio)	-

CONSERVATION COMMISSION

Kelly J. Guarino, Chairman	Term Expires 2014
Peter Burn	Term Expires 2015
Lee Tatistcheff	Term Expires 2015
J. Thomas Brownrigg	Term Expires 2014
Thomas Brown	Term Expires 2014
Luke Ascolillo	Term Expires 2016
Annmarie A. Tenn	Term Expires 2016

COUNCIL ON AGING

COUNCIE ON MOING	
Elizabeth Bishop	Term Expires 2015
Abha Singhal	Term Expires 2015
Peggy Hilton	Term Expires 2015
Mary Daigle	Term Expires 2016
Verna Gilbert	Term Expires 2014
Joanne Willens	Term Expires 2014
Lillian DeBenedictis	Term Expires 2014
Liz Thibeault	Term Expires 2015
Tom Dunkers	Term Expires 2014
Jean Sain	Term Expires 2016
Elizabeth Acquaviva	Term Expires 2016
Sandra McIlhenny (alternate)	Term Expires 2016
Natalie Ives (alternate)	Term Expires 2016
Stephanie Blunt (alternate)	Term Expires 2016
	_

FINANCE COMMITTEE

Michael Bishop, Chairman Term Expires 2015

Jerome Lerman	Term Expires 2016
Peter Karle	Term Expires 2015
Karen Huntress	
	Term Expires 2015
David Model	Term Expires 2014
Kevin Perkins	Term Expires 2014
James Darr	Term Expires 2016
J	1
HISTORICAL COMMISSION	
	FI 7
Nathan Brown, Chairman (Plan. Board Rep.)	Term Expires 2016
Jack O'Connor	Term Expires 2015
Ken Grady	Term Expires 2014
Annette Lee (alternate)	Term Expires 2014
Neal Emmer	Term Expires 2016
Geoffrey Freeman	Term Expires 2016
·	
Duncan Grant (alternate)	Term Expires 2016
LONG-TERM CAPITAL	
REQUIREMENTS COMMITTEE	
M. Lawrence Barton	Term Expires 2014
Jerome Lerman	Term Expires 2014
Karen Huntress	Term Expires 2014
Jack Kablotsky (School Committee Rep.)	Term Expires 2014
Dave Model (Finance Committee Rep.)	Term Expires 2014
Nathan Brown (Planning Board Rep.)	Term Expires 2014
MINUTEMAN REGIONAL VOCATIONAL	
HIGH SCHOOL REPRESENTATIVE	
HIGH SCHOOL REPRESENTATIVE	Term Expires 2014
	Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor	Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD	-
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair	Term Expires 2016
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD	-
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair	Term Expires 2016
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll	Term Expires 2016 Term Expires 201
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll	Term Expires 2016 Term Expires 201
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION	Term Expires 2016 Term Expires 201 Term Expires 2016
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman	Term Expires 2016 Term Expires 201 Term Expires 2016 Term Expires 2015
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears	Term Expires 2016 Term Expires 201 Term Expires 2016 Term Expires 2015 Term Expires 2015
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau	Term Expires 2016 Term Expires 2011 Term Expires 2016 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith	Term Expires 2016 Term Expires 201 Term Expires 2016 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau	Term Expires 2016 Term Expires 2011 Term Expires 2016 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma	Term Expires 2016 Term Expires 201 Term Expires 2016 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE	Term Expires 2016 Term Expires 201 Term Expires 2016 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma	Term Expires 2016 Term Expires 201 Term Expires 2016 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE	Term Expires 2016 Term Expires 201 Term Expires 2016 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014 Term Expires 2016
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE Edward (Lee) Storrs, Chairman Robert Pauplis	Term Expires 2016 Term Expires 201 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014 Term Expires 2016 Term Expires 2014 Term Expires 2014 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE Edward (Lee) Storrs, Chairman Robert Pauplis Ingo Szegvari	Term Expires 2016 Term Expires 201 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014 Term Expires 2016 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE Edward (Lee) Storrs, Chairman Robert Pauplis Ingo Szegvari William Risso	Term Expires 2016 Term Expires 201 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE Edward (Lee) Storrs, Chairman Robert Pauplis Ingo Szegvari William Risso Douglas Stevenson	Term Expires 2016 Term Expires 201 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE Edward (Lee) Storrs, Chairman Robert Pauplis Ingo Szegvari William Risso Douglas Stevenson Larry Barton	Term Expires 2016 Term Expires 201 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE Edward (Lee) Storrs, Chairman Robert Pauplis Ingo Szegvari William Risso Douglas Stevenson Larry Barton Janne Corneil	Term Expires 2016 Term Expires 201 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014
HIGH SCHOOL REPRESENTATIVE Judith Taylor PERSONNEL BOARD Diane Makovsky, Chair JoAnn F. Driscoll Mark Hersey RECREATION COMMISSION Rick Amodei, Chairman Mark F. Spears Kevin Moreau Kevin T. Smith Noreen Ma SCHOOL BUILDING COMMITTEE Edward (Lee) Storrs, Chairman Robert Pauplis Ingo Szegvari William Risso Douglas Stevenson Larry Barton	Term Expires 2016 Term Expires 201 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2015 Term Expires 2014

William Fink	Term Expires 2014
Robert Wiggins	Term Expires 2014
Linda Vanaria	Term Expires 2014
	-
TRAILS COMMITTEE	
Henry Cox	Term Expires 2015
Warren Spence	Term Expires 2015
Marc Lamere	Term Expires 2015
George Fardy	Term Expires 2014
Berton Willard	Term Expires 2014
Stephen P. Tobin	Term Expires 2016
Louise Hara	Term Expires 2016
Alan Ankers	Term Expires 2016
VETERAN'S AGENT	
Kenneth L. Buffum	Term Expires 2014
Kemicui E. Buituiii	Term Expires 2014
YOUTH COMMISSION	
Ray Jimenez	Term Expires 2015
Alexandra Walsh	Term Expires 2015
Michelle Small	Term Expires 2015
Sara Cassidy Smith (associate)	Term Expires 2015
Dawn Hatch	Term Expires 2014
Thomas Radcliffe	Term Expires 2016
ZONING BOARD OF APPEALS	
Kevin T. Smith (resigned 9/10/13)	Term Expires 2014
Lisa Davis Lewis, Chairman	Term Expires 2015
Martin Galligan	Term Expires 2015
Steven Hinton (alternate)	Term Expires 2015
Emmanuel Crespo	Term Expires 2014
ADVISORY COMMITTEES	
AUDIT COMMITTEE	
Simon Platt	Term Expires 2015
Bonnie J. Brown	Term Expires 2014
Debra Belanger	Term Expires 2016
CARLISLE AFFORDABLE	
HOUSING TRUST	
John D. Williams	Term Expires 2014
Peter Scavongelli	Term Expires 2014
Douglas A. G. Stevenson	Term Expires 2014
John Gorecki	Term Expires 2014
Carolyn Ing	Term Expires 2014
Greg D. Peterson	Term Expires 2014

COMMUNITY PRESERVATION COMMITTEE

Luke Ascolillo	Term Expires 2014
Steven Pearlman	Term Expires 2014
David Freedman	Term Expires 2014
Ken Grady	Term Expires 2014
John Williams	Term Expires 2014
Mark Spears	Term Expires 2014

CONSERVATION RESTRICTION ADVISORY COMMITTEE

John Keating, Chair	Term Expires 2014
Jenifer Bush	Term Expires 2014
Wayne Davis	Term Expires 2014
Ken Harte	Term Expires 2014
Marc Lamere	Term Expires 2014
Carolyn Kiely	Term Expires 2014

CULTURAL COUNCIL

Karen Shaver, Chair	Term Expires 2014
Beth Galtson	Term Expires 2014
David Peirce	Term Expires 2014
Cynthia Sorn	Term Expires 2014
Sara Vuckovic	Term Expires 2014

ENERGY TASK FORCE

Dan Cook, Chairman	Term Expires 2014
John Luther	Term Expires 2014
Steve Hinton	Term Expires 2014
Basu Sarkar	Term Expires 2014
Helen Young	Term Expires 2014
Andrew Barlow	Term Expires 2014
Robert Clarke	Term Expires 2014
William Risso	Term Expires 2014
Richard Kane	Term Expires 2014

HIGHLAND BUILDING

Peter Scavongelli	Term Expires 2014
Nathan Brown	Term Expires 2014
John Ballantine	Term Expires 2014
Matt Hamor	Term Expires 2014
Priscilla Stevens	Term Expires 2014
Mary Storrs	Term Expires 2014

HOUSEHOLD RECYCLING COMMITTEE

Robert Peary, Chairman	Term Expires 2015
Daniel Scholten	Term Expires 2015
Robert Wallhagen	Term Expires 2015
Launa Zimmaro	Term Expires 2015
Gary Davis	•

LAND STEWARDSHIP COMMITTEE

Debby Geltner, Chair	Term Expires 2014
Timothy Donohue, Co-Chair	Term Expires 2014
Elisabeth Carpenter	Term Expires 2014
Dwight DeMay	Term Expires 2014
Lynn Knight	Term Expires 2014
Elizabeth Loutrel	Term Expires 2014
Warren Lyman	Term Expires 2014

SCHOLARSHIP ADVISORY COMMITTEE

Diane Powers, Chair	Term Expires 2014
Michael Fitzgerald	Term Expires 2014
Sally Coulter	Term Expires 2014

SENIOR TAX ADVISORY COMMITTEE

Larry Barton	Term Expires 2014
Melissa Stamp	Term Expires 2014
David Klein	Term Expires 2014
Angela Smith	Term Expires 2014
Janet Churchill	Term Expires 2014
Barbara Culkins	Term Expires 2014

POLICE DEPARTMENT

EMERGENCY TELEPHONE: 9-1-1 BUSINESS TELEPHONE: 369-1155

FULL-TIME OFFICERS

John C. Fisher Chief of Police Leo T. Crowe Lieutenant Scott Barnes Sergeant Stephen M. Mack Sergeant Andrew Booth Sergeant Richard C. Tornquist Inspector Patrol Officer Paul Smith Christopher Arguoyan Patrol Officer Andrew Corwin Patrol Officer Christian Seminato Patrol Officer

SPECIAL OFFICERS

Steven F. Otto Mark A. Scholfield Royce Taylor IV Thomas Whelan Debra Saponaro William Burgess Francis "Joe" O'Hearn

CONSTABLES

John C. Fisher Scott Barnes

CARLISLE FIRE DEPARTMENT

EMERGENCY TELEPHONE: 911

Fire Department Dispatch: 978-369-1442 (non-emergency) Fire Station & Fire Prevention Office: 978-287-0072

OFFICERS

Fire Chief - David R. Flannery, EMT Deputy Fire Chief - Jonathan C. White, EMT Captain - J.J. Supple, EMT Lieutenant - Robert J. Koning, Jr. Lieutenant Matthew Svatek, EMT-P

REGULAR FIREFIGHTERS

John J. Bakewell, EMT
Thomas J. Bishop, EMT
Kevin T. Brown
Lloyd A. Burke
Robert E. Dennison, FPO
George D.P. Middleton, EMT
David P. Moseley
Burt L. Rubenstein, EMT
Frank W. Sargent, EMT
Bryan B. Sorrows, EMT
Kevin D. Stacey
Douglas A.G. Stevenson

AUXILIARY FIREFIGHTERS

John C. Bernardin
David W. Canavan, EMT
Matthew D. Cheever, EMT (appointed 05/22/13)
Charles W. Farrow
Eric G. Hedblom, EMT
William J. Ho, EMT
Paul D. Martin, EMT
Peter W. Nash, EMT
David A. Newman, EMT
John D. Richardson (appointed 06/19/13)
Dana W. Sprong (appointed 5/22/13)

ADMINISTRATIVE ASSISTANT

Sandra B. Savage

COMMUNICATIONS DEPARTMENT

Michael Taplin – Dispatch Manager

Dispatchers

Kirk Bishop Ashley Buckland Donald Girard Ronald Sawyer

TOWN CLERK

There are 73 chapters and 451 statutes of the Massachusetts General Laws that direct the Town Clerk's duties. The Town Clerk interacts with all of Carlisle's town boards, as well as, several state agencies on a regular basis. The Town Clerk is also the Chief Election Officer for the town of Carlisle and a member of the Board of Registrars of Voters.

In addition to elections with voter registrations, nomination papers, petitions and campaign finance reporting, the Town Clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials, filings for the Planning Board and Zoning Board of Appeals, annual town census, collection of fines (dog, and marijuana violations), preservation of town meeting setup, and scheduling the use of the meeting rooms in town hall.

Another responsibility includes implementing the Open Meeting Law and the Ethics Law requirements. Every municipal employee, volunteer and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the Town Clerk. All of this paper work is retained for a minimum of six years.

Volunteers are also an integral part of the office. This year, volunteer efforts took on a new level of importance. In October I was seriously injured in a car accident and the volunteers stepped up at once and with generous gifts of their time to help my assistant, Gretchen Caywood, keep the office running while I was recuperating and working from home. Irene Blake, our retired Assistant Town Clerk, led the group of volunteers covering the office most of the time. She, Kathy Ash, and Sandy Savage quickly came up to speed on how to perform many of the daily tasks so that the residents would only be minimally impacted by my absence. Irene is not a senior tax worker, or a paid worker, she is simply a stellar example of a concerned citizen who wants only the best for the residents and voters of her home town. I can never begin to repay everyone who helped out during this challenging time, but I would like to let everyone know how very proud of each and every one of them!

Election Wardens Kerri Piette and Lee Means assist with running the Town and State Elections and have done a superb job of recruiting a large staff of volunteers who work tirelessly during our elections and often stay on into the evenings to help count the manual paper ballots. Their organization and dedication are superior and everyone's willingness to participate in the elections process makes it possible for the Town of Carlisle to meet the rigorous state requirements surrounding elections. Many of these same volunteers as well as a few extras, also help at Town Meetings, checking in voters, assisting them with handouts and directions, working as tellers when hand counts of votes are required and cleaning up the auditorium, cafeteria and lobby after Town Meeting has ended.

In addition, my talented crew of senior tax workers, Kathy Ash, Sandy Savage, Vallabh Sarma, Al Bartlett, Bert Williams and Judy Willard put in countless hours of volunteer time in the Clerk's Office. Several of these volunteers have worked with me for several years and I never cease to be amazed at how hard people are willing to work and how much time and effort these folks put in as they work on their various assignments, some of which can be very boring!

Finally, Cynthia Schweppe, Liz Bishop, and Sally Zielinski who, along with me, form the Board of Registrars, have also put in years of valuable service confirming voters' names on absentee ballots and petitions as well as providing support during elections, town meetings, census time and just about any other task asked of them.

The level of volunteer support in this office is astonishing and I am incredibly grateful for all the help I receive. As our departmental budgets continue to be very lean, it would simply not be possible to complete the tasks required without this significant level of volunteer support and hopefully the volunteers are enjoying a level of satisfaction knowing how important their help is to this town. I am so very proud to have this tremendous group of workers and I extend my heartfelt thanks to every single person who has helped me over the years.

TOWN CLERK REPORT 2013

RECORDS

MARRIAGES RECORDED IN 2013

	PLACE OF		PLACE OF
DATE	MARRIAGE	NAME	RESIDENCE
April 4, 2013	Boston	Katharine L. Endicott	Carlisle, MA
		Leslie A. Thomas	Carlisle, MA
May 11, 2013	Carlisle	Edward H Sonn	Carlisle, MA
		Sharon L. Forde	Sudbury,MA
May 15, 2013	Concord	Robert A. Zogg	Carlisle, MA
		Kimberley A. Fitch	Carlisle, MA
June 2, 2013	Lincoln	Christopher M.	
		Brodowski	Carlisle, MA
		Katherine K. Post	Carlisle, MA
June 8, 2013	Carlisle	Justin Cleary	Arlington,VA
		Lauren M. Modeen	Arlington, VA
July 26, 2013	Carlisle	Eileen Blanchette	Carlisle, MA
		Ann Quenin	Carlisle, MA
July 27, 2013	Carlisle	August E. Funk	Mobile, AL
		Johanna Prete	Mobile, AL
August 17, 2013	Carlisle	Gabriella Manganella	Carlisle, MA
		Spencer Holland	Carlisle, MA
October 5, 2013	Carlisle	Jonathan S. Wielicki	Burlington, MA
		Jennifer L. Bilotta	Burlington, MA

BIRTHS

There were 28 births recorded in 2013. In accordance with Chapter 431 of the Acts of 1991, the disclosure of names of children and their dates of birth is now prohibited.

DEATHS RECORDED IN 2013

Date of Death	Name	Age
January 2, 2013	Althea B. Sadler	103
January 27, 2013	Edwin M. Sadler	105
February 8, 2013	Linda Marie Little	70

February 11, 2013	Louise A. Nazzaro	99
February 18, 2013	Ruth A. Levy	89
February 22, 2013	Edward Thomas Smith	78
March 28, 2013	Robert Armin Herold	95
March 31, 2013	Maria S. Conley	73
April 17, 2013	Alexander P. Rosato	86
April 19, 2013	Ann B. Clark	69
June 14, 2013	Frederick H. Bentley	84
July 22, 2013	Gordon B. Munson	80
August 18, 2013	Marianne E. Bond	77
September 18, 2013	Donald F. Lunny	84
November 5, 2013	James Mitchell DeMott	86
November 14, 2013	M. Claradine Trantham Johnson-Allen	91
November 26, 2013	Anita Israel	68
December 5, 2013	Doris A. Comeford	89
December 9, 2013	Christos Hantzis	63
December 23, 2013	David H. Murphree	65

INTERMENTS IN GREEN CEMETERY – 2013

Name	Age	Date of Death	Date of Interment
William F. Seaburg, Jr	51	January 8, 2013	January 12, 2013
Joan Dorothy Hedison	79	January 16, 2013	January 19, 2013
Barbara W. Dee	89	January 18, 2013	January 23, 2013
Renee Marie Bilodeau	30	February 15, 2013	February 19, 2013
Lucy O. Amistadi	90	February 15, 2013	February 23, 2013
Jean Sawicky	89	March 27, 2013	April 1, 2013
Alexander P. Rosato	86	April 17, 2013	April 22, 2013
Ann B. Clark	69	April 19, 2013	April 24, 2013
Irene Louise Roth	89	April 16, 2013	June 8, 2013
Frederick E. Churchill	90	April 5, 2013	July 3, 2013
Alexandrina M. Irwin	90	June 20, 2013	July 8, 2013
Barbara V. Trainor		October 3, 2012	July 16, 2013
Theresa Mary Schoolcraft	82	July 25, 2013	July 30, 2013
Patricia R. Gilbert	86	August 7, 2013	August 10, 2013
Gloria K. Marohn	94	May 12, 2013	August 19, 2013
Allen P. Randlov	67	August 31, 2013	September 7, 2013
Gladys M. Loume	86	September 15, 2013	September 20, 2013
Donald F. Lunny	84	September 18, 2013	September 23, 2013
Brenda Lee Ellis	56	July 8, 2013	September 23, 2013
Jean Morgan	84	August 31, 2013	November 8, 2013

DOG LICENSES ISSUED IN 2013

Number	Туре	Unit Cost	Total Cost
626	Neutered/Spayed	\$10.00	\$6,260.00
51	Male/Female	\$15.00	\$765.00
5	Kennels – 4 dogs or fewer	\$35.00	\$175.00
2	Kennels 5 to 10 dogs	\$75.00	\$150.00
3	Kennels – over 10 dogs	\$100.00	\$300.00
12	Fine	\$20.00	<u>\$240.00</u>
	Total		<u>\$7,890.00</u>

WARRANT ANNUAL TOWN MEETING – APRIL 29, 2013 THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

To either of the Constables of the Town of Carlisle in the County of Middlesex:

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Corey Building at 150 Church Street in said Carlisle on Monday, the Twenty-ninth of April next, at seven o'clock in the evening, and thereafter continuing from day to day until completed, then and there to act on the following articles:

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue with the concept of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with the Moderator and Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate.

THE TOWN WILL BE ASKED TO APPROVE THE USE OF A CONSENT AGENDA UNDER ARTICLE 1.

Should the Town approve the use of a CONSENT AGENDA the Selectmen have voted to recommend that the following articles be acted upon on the Consent Agenda (Articles 2, 3, 4, 5, 6, 7, 8 and 9). The articles to be taken up on the Consent Agenda are indicated by a double asterisk (***).

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, please say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed in the printed Warrant Book that is mailed to each home. If you have any questions about the consent articles or procedure, please contact the Town Administrator at 978-371-6688 before Town Meeting.

ARTICLE 1 – Consent Agenda: To see if the Town will vote to adopt certain procedures to govern the conduct of the 2013 Annual Town Meeting, or take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 2 - Town Reports**: To hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 3 - Salaries of Elected Officials **: To see if the Town will vote to fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the General Laws, as amended, for the Fiscal Year 2014, beginning July 1, 2013, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

	Voted FY '12	Voted FY '13	Recommended FY '14
Moderator	\$50	\$50	\$50
Town Clerk	\$54,713	\$55,807	\$57,063
Assessors - Chairman Second Member	\$100 \$100	\$100 \$100	\$100 \$100
Third Member	\$100	\$100	\$100

Finance Committee Recommendation: The Finance Committee recommends approval of Article 3.

ARTICLE 4 - Revaluation:** To see what sums of money the Town will raise and appropriated, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Assessors for the purpose of professional services in connection with revaluation of real estate and personal property in the Town, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 4 for \$5,000 to be spent by the Board of Assessors for professional services connected with revaluation. The intent of this article is to plan for and budget a portion of the cost for the revaluation that must be done every three years by the Assessors, in each of the years leading up to the revaluation.

ARTICLE 5 - Actuarial Valuation of Post-Employment Benefits:** To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post employment benefits for the Town, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 5 for \$4,000 to be spent by the Board of Selectmen for professional services connected with the Actuarial Valuation. The intent of this article is to plan for and budget a portion of the cost for the actuarial valuation that must be done every two years by the Treasurer.

ARTICLE 6 - Department Revolving Funds Authorization:** To see what revolving funds the Town may authorize or reauthorize pursuant to Massachusetts General Laws Chapter 44, Section 53E 1/2 for the Fiscal Year 2014, beginning July 1, 2013 or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Revenue Funds	Revenue Source	Authority to Spend	Use of Funds	Spending Limit
School Buses	User Fees Collected by School	School Committee	To provide transportation for 7th and 8th grade students	\$60,000
Board of Health Inspections	Board of Health Fees	Board of Health	Specific expert engineering ar consulting services to review septic and well installations ar repairs, sanitary inspections a other appropriate reimbursab expenses	nd nd
Hazardous Wastes	Transfer Station User Fees & Grants Received	Board of Selectmen	Collection and disposal of household hazardous wastes	\$40,000
Trails Committee	Sale of Trails in Carlisle Book	Board of Selectmen	Building, maintaining and enlarecreation trails	nance \$5,000
Conservation Foss Farm	User Fees	Conservation	Activities and maintenance as Commission with Foss Farm	sociate \$2,500
Conservation Building Maintenance	Fees and/or Rent	Conservation Commission	Maintenance and repairs asso with the Buildings located on Conservation Commission La	
Historical Commission	Fees	Historical Commission	Reasonable expenses related filings/applications	\$3,000
Youth Commission	Event Admission Fees	Board of Selectmen	To provide for dances and ot events sponsored by the You Commission	
Building Department	User Fees	Board of Selectmen	To cover inspectional service administrative expenses	s and\$100,000
Council on Aging	User Fees	Council on Aging	To provide for expenses for a programs and events sponsor the Council on Aging	

Finance Committee Recommendation: The Finance Committee recommends approval of Article 6 that authorizes the existence of the following revolving special revenue funds: School Buses, Board of Health,

Hazardous Wastes, Trails Committee, Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Department, and Council on Aging. All of these Funds receive their revenues from user fees and grant awards, which are spent to provide services as determined in each of the fund's charter.

ARTICLE 7 - Real Estate Tax Exemption:** To see if the Town will vote to authorize the Board of Assessors, pursuant to G.L. Chapter 59, Section 5 (clause 41C), to grant an additional real estate tax exemption of up to one hundred (100%) percent of the amount permitted by this statute, or take any other action related thereto. (BOARD OF SELECTMEN/BOARD OF ASSESSORS)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 7.

ARTICLE 8 - Fiscal Year 2014 Stabilization Account Transfer:** To see if the Town will vote to transfer from the Stabilization Account a sum of money to be applied to the payment of principal and interest on Debt Service or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 8 to transfer from the Stabilization Fund a sum of \$14,945 to be used to repay the principal and interest on a portion of the debt service for the Wang Coombs Land purchase.

ARTICLE 9 - FY2014 Chapter 90 Authorization:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money to be used for reconstruction and improvements of Public Ways as provided under the provisions of Chapter 90 of the Massachusetts General Laws, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 9 to fund road reconstruction and improvement of public ways. Under the General Laws, the Commonwealth of Massachusetts will reimburse the Town for these monies.

ARTICLE 11 - Fiscal Year 2013 Budget Transfers: To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2013 operating budget from other line items of said budget, from unexpended funds in various accounts or from other available funds, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee will make its recommendation at Town Meeting.

ARTICLE 12 - Transfers from Overlay Accounts: To see if the Town will vote to transfer from fund balance reserved for overlay (overlay surplus) released by the Assessors the sum of \$19,780.98 and reallocate as follows:

\$13,692.58 to FY2009 Overlay Account

\$ 6,088.40 to FY2013 Operating Budget, Unclassified - Short Term Interest, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends the transfer of \$19,780.98 from Overlay Surplus to the FY09 Overlay Account and the FY13 Short Term Interest Account as described in Article 12.

ARTICLE 13 - Approve/Fund Collective Bargaining Agreements: To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding a successor collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 201, or take any other action in relation thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee will make its recommendation at Town Meeting.

ARTICLE 14 - Fiscal Year 2014 Transfer of Free Cash to Support Operating Budget/Debt Service: To see what sums the Town will vote to transfer from Free Cash (Surplus Revenue) in the treasury of the Town to meet the appropriations for Fiscal Year 2014, beginning July 1, 2013 or to authorize the Assessors to use to establish the tax rate, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends the transfer of \$390,000 from Free Cash to mitigate the significant increase in the Excluded Debt Levy in FY14 due primarily to borrowings previously authorized by Town Meeting for the Carlisle School renovation/addition and the new Concord-Carlisle High School Projects.

ARTICLE 15 - FY14 Transfer from Ambulance Receipts: To see what sum the Town will vote to transfer from Ambulance Receipts in the treasury of the Town to defray the operating expenses of the Carlisle Fire Department, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends the transfer of \$41,000 from Ambulance Receipts to defray the operating expenses of the Carlisle Fire Department as described in Article 15.

ARTICLE 16 – FY14 Operating Budget: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, to fund the various departments, boards, commissions, and operating expenses of the town for the Fiscal Year 2014, beginning July 1, 2013, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 16, in the total amount of \$25,444,758 as further detailed below:

FY2014 Operating Budget Summary

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	<u>Budget</u>	Budget	<u>Budget</u>
General Government	1,037,142	1,109,761	1,109,761
Protection of Persons & Propert		2,135,040	2,176,040
Board of Health	82,148	86,620	86,620
Public Works	1,080,862	1,097,099	1,097,099
Public Assistance	161,983	192,994	192,994
Education	15,722,876	16,304,867	16,304,867
Library	549,930	560,005	560,005
Recreation	121,187	145,189	145,189
Insurance & Benefits	1,228,240	1,221,500	1,221,500
Unclassified			
Retirement & Tax Title	652,344	683,120	683,120
Long Term Debt	761,499	1,756,563	<u>1,771,508</u>
Total	23,622,268	25,444,758	25,500,703

General Government

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
General Government			
General Expenses	458,947	520,008	520,008
Citizen Recognition	175	250	250
Treasurer Collector	137,477	140,497	140,497
Town Clerk	67,434	69,062	69,062
Registrars & Elections	12,102	13,457	13,457
Assessors	101,261	103,564	103,564
Town Hall	177,253	178,609	178,609
Planning Board	<u>82,493</u>	84,314	84,314
sub-total	<u>1,037,142</u>	<u>1,109,761</u>	<u>1,109,761</u>

General Expenses: The Finance Committee recommends a balanced budget appropriation of \$520,008 for this budget item.

Citizen Recognition: The Finance Committee recommends a balanced budget appropriation of \$250 for this budget item.

Treasurer/Tax Collector: The Finance Committee recommends a balanced budget appropriation of \$140, 497 for this budget item.

Town Clerk: The Finance Committee recommends a balanced budget appropriation of \$69,062 for this budget item.

Registrars and Elections: The Finance Committee recommends a balanced budget appropriation of \$13,457 for this budget item.

Assessors: The Finance Committee recommends a balanced budget appropriation of \$103,564 for this budget item.

Town Hall: The Finance Committee recommends a balanced budget appropriation of \$178,609 for this budget item.

Planning Board: The Finance Committee recommends a balanced budget appropriation of \$84,314 for this budget item.

Protection of Persons and Property

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	Budget	<u>Budget</u>	<u>Budget</u>
Police	1,275,536	1,324,433	1,324,433
Fire	334,548	336,225	327,225
Communications	309,019	315,955	315,955

Conservation	86,952	91,145	91,145
Dog & Animal Control	9,925	10,099	10,099
Inspectional Services	32,870	33,621	33,621
Street Lighting	23,562	23,562	23,562
sub-total	<u>2,072,412</u>	2,135,040	2,176,040

Police: The Finance Committee recommends a balanced budget appropriation of \$1,324,433 for this budget item.

Fire: The Finance Committee recommends a balanced budget appropriation of \$377,225 for this budget item, with \$336,225 to be raised from taxation or other available funds of the town and \$41,000 to be transferred from the Ambulance Fund per Article 15.

Communications: The Finance Committee recommends a balanced budget appropriation of \$315,955 for this budget item.

Conservation: The Finance Committee recommends a balanced budget appropriation of \$91,145 for this budget item.

Dog & Animal Control: The Finance Committee recommends a balanced budget appropriation of \$10,099 for this budget item.

Inspectional Services: The Finance Committee recommends a balanced budget appropriation of \$33,621 for this budget item.

Street Lighting: The Finance Committee recommends a balanced budget appropriation of \$23,562 for this budget item.

Board of Health

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	Budget	<u>Budget</u>	Budget
Board of Health	82,148	86,620	86,620

Board of Health: The Finance Committee recommends a balanced budget appropriation of \$86,620 for this budget item.

Public Works

		<u>ARTICLE 16</u> FY2014	ARTICLES 8, 15 FY2014
	FY2013	Levy Limit	Transfers
	Budget	<u>Budget</u>	Budget
Public Works			_
DPW (incl. trees)	669,103	683,919	683,919
Snow & Ice	65,228	65,340	65,340
Transfer Station	258,115	259,424	259,424
Road Maintenance	<u>88,416</u>	<u>88,416</u>	88,416
sub-total	<u>1,080,862</u>	<u>1,997,099</u>	<u>1,097,099</u>

DPW: The Finance Committee recommends a balanced budget appropriation of \$683,919 for this budget item.

Snow & Ice: The Finance Committee recommends a balanced budget appropriation of \$65,340 for this budget item.

Transfer Station: The Finance Committee recommends a balanced budget appropriation of \$259,424 for this budget item.

Road Maintenance: The Finance Committee recommends a balanced budget appropriation of \$88,416 for this budget item.

Public Assistance

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	Budget	Budget	<u>Budget</u>
Youth Commission	2,703	2,751	2,751
Council on Aging	140,205	171,168	171,168
Senior Tax			
Voucher Program	17,500	17,500	17,500
Veteran's Agent	<u>1,575</u>	<u>1,575</u>	1,575
sub-total	<u>161,983</u>	<u>192,994</u>	<u> 192,994</u>

Youth Commission: The Finance Committee recommends a balanced budget appropriation of \$2,751 for this budget item.

Council on Aging: The Finance Committee recommends a balanced budget appropriation of \$171,168 for this budget item.

Senior Tax Voucher Program: The Finance Committee recommends a balanced budget appropriation of \$17,500 for this budget item.

Veteran's Agent: The Finance Committee recommends a balanced budget appropriation of \$1,575 for this budget item.

Education

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	Budget	<u>Budget</u>	<u>Budget</u>
Carlisle Public Schools	9,506,541	9,744,311	9,744,311
CCRSD	5,926,146	5,736,057	5,736,057
CCRSD debt service	99,958	578,346	578,346
MMRHS	<u>190,231</u>	246,153	246,153
sub-total	<u>15,722,876</u>	<u>16,304,86</u>	<u>16,304,867</u>

Carlisle Public Schools: The Finance Committee recommends a balanced budget appropriation of \$9,744,311 for this budget item.

Concord Carlisle Regional High School: The Finance Committee recommends a balanced budget appropriation of \$5,736,057 for this budget item.

Concord Carlisle Regional High School Debt Service: The Finance Committee recommends a balanced budget appropriation of \$578,346 for this budget item.

Minuteman Regional High School: The Finance Committee recommends a balanced budget appropriation of \$246,153 for this budget item.

Library

	FY2013 <u>Budget</u>	ARTICLE 16 FY2014 Levy Limit Budget	ARTICLES 8, 15 FY2014 Transfers Budget
Library	<u>549,930</u>	<u>560,005</u>	<u>560,005</u>

Library: The Finance Committee recommends a balanced budget appropriation of \$560,005 for this budget item.

Recreation

		<u>ARTICLE 16</u> FY2014	ARTICLES 8, 15 FY2014
	FY2013 <u>Budget</u>	Levy Limit <u>Budget</u>	Transfers Budget
Recreation	<u>121,187</u>	145,189	<u>145,189</u>

Recreation: The Finance Committee recommends a balanced budget appropriation of \$145,189 for this budget item.

Insurance & Benefits

		<u>ARTICLE 16</u>	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	Budget	<u>Budget</u>	Budget
Insurance & Benefits		-	-
Blanket Insurance	160,000	160,000	160,000
Group Insurance and Mitigation	1,018,240	1,011,500	1,011,500
Unemployment Insurance	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
sub-total	1,228,240	<u>1,221,500</u>	<u>1,221,500</u>

Blanket Insurance: The Finance Committee recommends a balanced budget appropriation of \$160,000 for this budget item.

Group Insurance & Mitigation: The Finance Committee recommends a balanced budget appropriation of \$1,011,500 for this budget item.

Unemployment Insurance: The Finance Committee recommends a balanced budget appropriation of \$50,000.

Unclassified

	FY2013 Budget	ARTICLE 16 FY2014 Levy Limit Budget	ARTICLES 8, 15 FY2014 Transfers Budget
TT 1 '0" 1	Duaget	<u> Duaget</u>	<u>Duaget</u>
Unclassified			
Interest, fees & cost	1,000	1,000	1,000
Public Celebrations	645	1,000	1,000
Reserve Fund Balance	<u>150,000</u>	<u>150,000</u>	150,000
sub-total	<u>151,645</u>	<u>151,645</u>	<u>151,645</u>

Interest, Fees, & Costs: The Finance Committee recommends a balanced budget appropriation of \$1,000 for this budget item.

Public Celebrations: The Finance Committee recommends a balanced budget appropriation of \$1,000 for this budget item.

Reserve Fund: The Finance Committee recommends a balanced budget appropriation of \$150,000 for this budget item.

County Retirement

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	<u>Budget</u>	Budget	<u>Budget</u>
County Retirement	<u>652,344</u>	<u>683,120</u>	<u>683,120</u>

County Retirement: The Finance Committee recommends a balanced budget appropriation of \$683,120 for this budget item.

Long Term Debt Service

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Long Term Debt	<u>761,499</u>	1,756,563	<u>1,771,508</u>

Long Term Debt: The Finance Committee recommends a balanced budget appropriation of \$1,771,508 for this budget item.

ARTICLE 17– Additional Appropriations for Professional Services: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be expended by the Board of Selectmen for the purpose of retaining consultants to provide professional services to the following departments:

<u>Department</u> Town Administrator	<u>Amount</u> \$20,000	Purpose Update Compensation/ Classification Study
Accountant	\$3,000	Financial Consulting services
Council on Aging	\$6,500	Social Worker
Assessors	\$3,325	Updates to GIS Maps

Or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends the appropriation of \$32,825 for professional services as described in Article 17.

ARTICLE 18 – Capital Equipment: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute for various capital purposes, or provide by any combination of these methods, or take any other action related thereto.

Long Term Capital Requirements FY'14 Article 18

CPS	Technology Replacement	80,000
CPS	Annual Maintenance	25,000
CPS	Auditorium Seats Refurbishment	13,000
Police	Cruiser Replacement	37,000
Fire	Generator Replacements	35,000
Fire	Miscellaneous Building Projects	5,000
Fire	Municipal Fire Alarm System	30,000
Library	Miscellaneous Maintenance Projects	5,600
Library	Chairs	<u>2,400</u>
		<u>233,000</u>

(BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS COMMITTEE)

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: Both Committees recommend approval of the preceding amounts for the items described under Article 18 for \$233,000.

ARTICLE 19 – Library Septic System: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Selectmen upon the recommendation of

the Library Trustees for the purpose of repair or replacement of the septic system for the Gleason Library, or take any other action related thereto. (BOARD OF SELECTMEN)

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: Both Committees recommend the transfer of \$34,000 from Free Cash to support this appropriation.

ARTICLE 20 – Police Dept. – Records Management System: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Selectmen upon the recommendation of the Chief of Police for the purpose of purchasing and installing a records management system for the Carlisle Police Department, or take any other action related thereto. (BOARD OF SELECTMEN)

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: Both Committees recommend the transfer of \$76,105 from Free Cash to support this appropriation.

ARTICLE 21 – Approve PEG Access Provider contract term: To see if the Town will vote to authorize the Board of Selectmen to enter into a contract not to exceed a term of ten years with the most qualified respondent to a request for proposals (RFP) for public, educational, and government (PEG) access services issued by the Town's Chief Procurement Officer, pursuant to the provisions of MGL Ch. 30B, or to take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 22 – CPA Annual Authorization: To see if the town will vote to act on the report of the Community Preservation Committee and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds and to authorize the Board of Selectmen to convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources, open space restriction to be in compliance with the requirements of Chapter 44B, section 12 of the General Laws of the Commonwealth, and to take any other action related thereto. It is anticipated that the following motions will be made under Article 22:

"I move that the Community Preservation Committee recommendations for transfers and expenditures for Fiscal Years 2013 and 2014 be approved as follows:

Motion 1

That the following amounts be appropriated from the Fiscal Year 2014 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Community Housing Reserve Fund.
- b. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Historic Reserve Fund.
- c. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Open Space Reserve Fund.
- d. Two Thousand Dollars (\$2,000) be appropriated for Administrative Expenses
- e. Two Hundred Seven Thousand Forty Dollars (\$326,361) be appropriated to the fiscal year 2014 Community Preservation Budget Reserve account.

Motion 2:

That the appropriation made by the Annual Town Meeting of May 4, 2009, appropriating \$445,000 for the Board of Selectmen to expend for the preservation of the Highland Building, which appropriation provided that any portion of such appropriation which is unexpended by June 30, 2013 shall revert to the Community Preservation Fund, be amended by extending the date for expenditure for such purpose to and including December 31, 2013 and by providing that any portion of such appropriation which remains unexpended after that date shall revert to the Community Preservation Fund.

Motion 3:

That the appropriation made by the Annual Town Meeting of May 10, 2010, appropriating \$5,000 for the Board of Selectmen to expend for the Bruce Freeman Rail Trail, which appropriation provided that any portion of such appropriation which is unexpended by June 30, 2013 shall revert to the Community Preservation Fund, be amended by extending the date for expenditure for such purpose to and including December 31, 2017 and by providing that any portion of such appropriation which remains unexpended after that date shall revert to the Community Preservation Fund.

Motion 4:

In addition to the appropriation made in Motion 4 of Article 22, approved at the Annual Town Meeting on April 30, 2012, that One Hundred Fifty Thousand Dollars (\$150,000) be appropriated from the Community Preservation Undesignated Fund balance, and authorize the Treasurer with the approval of the Board of Selectmen, to expend for the purchase by the Conservation Commission of a permanent Conservation Restriction with Public Access in accordance with M.G.L. Chapter 184 on certain property known as "Lot 6" consisting of 8.98 acres, more or less and Parcel C. consisting of 2300 s.f. more or less, as shown on a plan entitled "Plan of Land in Carlisle Massachusetts for the Rachel Webster Elliott Trust – 2004" made by Stamski and McNary, Inc. dated March 21, 2011; for conservation and passive recreational purposes, and further that after June 30, 2014, any residual unexpended portion of such sum be returned to the Community Preservation Undesignated Fund balance.

Motion 5:

That One Hundred Fifty Two Thousand Dollars (\$152,000) be appropriated, for the Recreation Committee, for the fees, engineering, design, and construction of a raised boardwalk connecting Spaulding Field to the Banta Trail and to meet this appropriation that One Hundred Fifty Two Thousand Dollars (\$152,000) be transferred from the Community Preservation Undesignated Fund balance and further that after December 31, 2015 any residual unexpended funds be returned to the Community Preservation Undesignated Fund balance.

Motion 6:

That Ten Thousand Dollars (\$10,000) be appropriated, for the Board of Selectmen, to expend beginning, July 1, 2013 to make only capital improvements at Center Park including pathways, parking, and other capital improvements deemed

necessary and appropriate by the Board of Selectmen, (funds will not be used for maintenance of any kind), and to meet this appropriation that Ten Thousand Dollars (\$10,000) be transferred from the Community Preservation Undesignated Fund balance, and further that after June 30, 2017, any residual unexpended funds be returned to the Community Preservation Undesignated Fund balance.

Motion 7:

That Sixty Seven Thousand Five Hundred Dollars (\$67,500) be appropriated, for the Carlisle Housing Trust, for the following purposes on the Goff land; for proposals for management/stabilization expenses, to analyze and compare using a tie-in to the wastewater treatment facility versus a Title V septic system, for a traffic study at the Goff property, for administrative expenses including procurement, and to fund the search for and evaluation of parcels other than Banta-Davis which may be suitable for affordable housing, and to meet this appropriation that Sixty Seven Thousand Five Hundred (\$67,500) be transferred from the Community Preservation Community Housing Reserve Fund; and further that after December 31, 2016, any residual unexpended portion of such sums shall be returned to the Community Preservation Community Housing Reserve Fund balance.

Motion 8:

That Twenty Seven Thousand Five Hundred (\$27,500) be appropriated, for the Carlisle Housing Trust, for the following purposes on the Banta-Davis land: for consulting services and evaluations regarding the possible tie-in for the Banta-Davis property to the wastewater treatment facility, contingent upon the approval of the Carlisle School Committee or if the Carlisle School Committee votes to allow a portion of the Banta-Davis property to be made available for housing, for a traffic study at Banta-Davis, contingent upon the approval of the Carlisle School Committee, and, for administrative expenses including procurement, oversight and approvals; and to meet this appropriation that Twenty Seven Thousand Five Hundred (\$27,500) be transferred from the Community Preservation Community Housing Reserve Fund; and further that after December 31, 2016, any residual unexpended portion of such sums shall be returned to the Community Preservation Community Housing Reserve Fund balance."

(BOARD OF SELECTMEN/COMMUNITY PRESERVATION COMMITTEE)

Finance Committee Recommendation: The Finance Committee will make its recommendation at Town Meeting.

ARTICLE 23 - Elliott Preserve - Acquisition of Conservation Restriction: To see if the Town will vote to authorize the Town, acting by and through its Conservation Commission pursuant to M.G.L. Chapter 40, Section 8C, to purchase for the sum of \$560,000 a permanent Conservation Restriction with public access for conservation and public passive recreational purposes in accordance with M.G.L. Chapter 184 on two parcels of land located off Skelton Road adjacent to the Concord River, containing approximately 8.98 acres and 2,300 square feet and shown as "Lot 6" and "Parcel C" on the plan entitled "Plan of Land in Carlisle, Massachusetts (Middlesex County) For: The Rachel Webster Elliott Trust – 2004," made by Stamski and McNary, Inc. and dated March 21, 2011, with such Conservation Restriction held by and such conservation area to be under the care, custody and control of the Conservation Commission; to make the expenditure of said sum of \$560,000 for the purchase of such Conservation Restriction

contingent upon the receipt by the Town from the Town's Community Preservation Fund a total of \$300,000 toward the purchase of the Conservation Restriction and funds totaling not less than \$260,000 from grants or other reimbursements by the Commonwealth of Massachusetts or from private or other sources and upon approval by the Board of Selectmen; to authorize the Conservation Commission to file applications in the Town's name for grants and/or reimbursements by the Commonwealth of Massachusetts under M.G.L. Chapter 132A, Section 11 and/or any other available grants or programs for which the Town may qualify for the purposes of this article and as the Conservation Commission may deem necessary; to see if the Town will vote to appropriate, borrow pursuant to any applicable statute or transfer from available funds, a sum of money for such purposes; or to take any actions related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee will make its recommendation at Town Meeting.

ARTICLE 24 – General By-law Amendment re: Town Meetings: To see if the Town will vote to amend Article II, Section 2, of the Town Code, "Town Meetings", as follows:

(Changes are underlined and italicized)

ARTICLE II

2. TOWN MEETINGS

- 2.1 The warrant for the annual town meeting shall be directed to the Constables who shall post attested copies thereof at least seven (7) days, and in the case of a special town meeting, at least fourteen (14) days, before the meeting in two or more public places in the town, one of which shall be the post office, and the Selectmen shall send notice of any and all special town meetings by mail to every household.
- 2.2 The Selectmen shall insert in the warrant for the annual town meeting articles requested in writing by ten (10) or more registered voters, and for special town meetings, articles requested in writing by one hundred (100) or more registered voters.
- 2.3 One hundred and fifty (150) of the registered voters shall constitute a quorum.
- 2.4 The polls for all elections will be opened at 7:00 o'clock A.M. and will close at 8:00 o'clock P.M. unless an earlier opening of the polls between 5:45 o'clock A.M. and 7:00 o'clock A.M. is authorized by the Selectmen consistent with the provisions of the Massachusetts General Laws and the rules and regulations of the Elections Division of the Office of the Secretary of the Commonwealth.
- 2.5 Whenever a two-thirds vote is required by statute for adoption of any action by a town meeting, such vote may be declared as such by the moderator without a count and to be recorded as such by the Clerk upon such declaration provided, however, that seven or more voters at a town meeting may challenge such declaration, all as provided by Chapter 39, Section 15 of the general laws at which time a count shall be held.

Or take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 25 – General Bylaw Amendment re: Long Term Capital Requirements Committee: To see if the Town will vote to amend Section 3.10 of the General Bylaws by deleting Section 3.10.3 in its entirety and replacing it with the following:

- 3.10 <u>Long-Term Capital Requirements Committee</u>
- 3.10.1 The Long-Term Capital Requirements Committee was established under Article 20 of the warrant for the annual town meeting held March 14, 1966, and further amended under Article 38 of the warrant for the annual town meeting held March 8, 1971.
- 3.10.2 There shall be a committee known as the Long-Term Capital Requirements Committee, the function of which shall be to evaluate the long-term capital requirements of the town and to make recommendations on the same at each annual town meetings. A capital requirements program for the next five (5) years shall be presented at each annual town meeting. Every anticipated capital outlay of more than \$10,000 for any item having a useful life of more than three (3) years shall be considered by the committee in preparation of their recommendations.
- 3.10.3 The committee shall consist of seven (7) members, four (4) appointed by the Board of Selectmen one (1) appointed by the Finance Committee, one (1) appointed by the Planning Board, and one (1) appointed by the Carlisle School Committee. Members of the committee appointed by the Board of Selectmen shall be registered voters of the Town who do not hold elective office in the town and who are otherwise eligible for membership on the committee. Within thirty (30) days after the final adjournment of each annual town meeting, the Board of Selectmen shall appoint two (2) members in the first year and one (1) member in each of the next two years to serve for a three (3) year term which expires on the final adjournment of the annual town meeting held for the third year ensuing after the date of such appointment. In addition to the four members so appointed, the Finance Committee, Planning Board, and Carlisle School Committee shall as soon as may be after each annual town meeting appoint one of their members to the Committee for a term of one (1) year.

3.10.3 The committee shall consist of seven (7) members. One (1) shall be appointed by the Board of Selectmen; three (3) shall be appointed by the Finance Committee; one (1) shall be appointed by the Carlisle School Committee; one (1) shall be appointed by the Finance Director; and one (1) shall be appointed by the Town Administrator. Upon expiration of the terms of persons who are currently members of the committee at the time of adoption of this amendment, the member appointed by the Board of Selectmen, one (1) member appointed by the Finance Committee, and the member appointed by the Finance Director shall be appointed for a term of one (1) year. One (1) member appointed by the Finance Committee and the member appointed by the School Committee shall be appointed for a term of two (2) years. One (1) member appointed by the Finance Committee and the member appointed by the Town Administrator shall be appointed for a term of three (3) years. Thereafter, all appointments shall be for a term of three (3) years, except that in the case of a vacancy prior to expiration of a term that position shall be appointed by the respective appointing authority for the remainder of the unexpired term.

Or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee supports the proposed general bylaw amendment which changes the composition of the Long Term Capital Requirements Committee.

ARTICLE 26 – Zoning Bylaw Amendment – Section 5.6, Accessory Apartments: To see if the Town will vote to amend Section 5.6 of the Zoning By-laws as follows:

Amend the existing Section 5.6.9.2 of the Carlisle Zoning Bylaw which currently reads as follows:

"The Agreement will terminate upon sale of the property,"

by deleting such existing language in its entirety and substituting the following therefor:

"The Agreement will terminate upon sale of the property, provided, however, that the new owner may elect to keep the Agreement in force and effect by executing a notice to that effect, provided that said new owner applies for and is or has been granted reapproval of the special permit in accordance with the provisions of Section 5.6.10. Such re-approval of the special permit shall be recorded with the Registry of Deeds simultaneously with the above notice. Absent such reapproval of the special permit by the Planning Board pursuant to an application by the new owner or owners, the apartment must be removed."

Amend the existing Section 5.6.9.4 of the Carlisle Zoning Bylaw, which currently reads as follows:

"Upon termination of this Agreement, additional restrictions shall apply regarding repayment to the Town of any funds received from the Town pursuant to a grant or loan agreement,"

by deleting such existing language in its entirety and substituting the following therefor:

"Upon termination of this Agreement, additional restrictions may apply regarding repayment to the Town of any funds received from the Town pursuant to a grant or loan agreement,"

Or take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 27 – Establish Agricultural Commission: To ask the Town to vote to establish an Agricultural Commission in Carlisle to represent the Agricultural/Farming Community, including Hobby Farming in said Town.

The Department of Agricultural Resources is encouraging communities to establish such Commissions. The Commissions would not have statutory authority, but would provide a forum for farmers and citizens concerned with agriculture to organize educational programs and promote agricultural activities.

The purpose of the Carlisle Agricultural Commission will be to represent the agricultural interests of the farming community in Carlisle. Said Commission will develop a work plan to guide activities including but not limited, to the following: encouraging the continued pursuit of agriculture in Carlisle; promoting agricultural-based economic opportunities in Town; mediating, advocating, educating and/or negotiating on farming issues; working for preservation of agricultural lands; and pursuing all initiatives appropriate to retaining farming in Carlisle.

The Agricultural Commission will consist of 5 Carlisle residents, appointed by the Board of Selectmen. At least 3 members of the Commission shall be engaged in farming and two who are interested in farming issues.

Terms of Service will be one member for one year, two members for two years and two members for 3 years with extensions determined by the Board of Selectmen.

Any vacancy shall be filled by the Board of Selectmen based upon recommendations from the Agricultural Commission.

Or take any other action related thereto. (CITIZENS' PETITION)

ARTICLE 28 – Zoning Bylaw Amendment – Medicinal Marijuana Moratorium: To see if the Town will adopt the following new section in the Zoning By-laws:

3.5 INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

3.5.1 <u>Purpose</u>:

This section is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the

medical use of marijuana in the Commonwealth of Massachusetts is in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in the Town shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with the statewide regulations and permitting procedures.

3.5.2 Definition:

A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.

3.5.3 Exclusion of Other Marijuana Uses:

Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers shall not be permitted if such an establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

3.5.4 Exclusion of Accessory Uses:

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products, be considered accessory to any use.

3.5.5 <u>Interim Restrictions</u>:

Medical Marijuana Treatment Centers shall not be permitted in any zoning district in the Town so long as this Section 3.5 is effective, as set forth in Section 3.5.6 below. Use variances shall be strictly prohibited.

3.5.6 Expiration:

This Section 3.5 shall be in effect for a period of twelve (12) months beginning the date of the annual Town Meeting in 2013.

3.5.7 <u>Study Committee</u>:

The Board of Selectmen, Planning Board, Board of Health, and Board of Zoning Appeals, each acting through a member designated by the respective board, and the Chief of Police shall constitute a study committee to monitor developments in the regulation of Medical Marijuana Treatment Centers by the Commonwealth of Massachusetts and to assess the potential impacts of locating any such centers in the Town. The study committee shall submit a public report stating its conclusions to the respective boards no later than three (3) months in advance of the expiration date of this Section 3.5.

Or take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 29 – Zoning Bylaw Amendment – Section 3.3, Business Uses: To see if the Town will vote to amend section 3.3.1.2.8 of the Zoning By-laws as follows:

By adding the following phrase to section 3.3.1.2.8:

"(but excluding Medical Marijuana Treatment Centers as defined in section 3.5.2 of these by-laws)"

so that section 3.3.1.2.8 reads as follows:

"3.3.1.2.8 drugs and pharmaceuticals (but excluding Medical Marijuana Treatment Centers as defined in section 3.5.2 of these by-laws)."

Or take any other action related thereto. (BOARD OF SELECTMEN)

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Carlisle, qualified as aforesaid, to go to the Town Hall Building at 66 Westford Street in said Carlisle on Tuesday, the 7th day of May, 2013 between the hours of seven o'clock forenoon and eight o'clock in the afternoon and there to vote on the following:

TOWN ELECTION – MAY 7, 2013 7:00 A.M. TO 8:00 P.M.

ELECTION OF OFFICERS – To see if the Town will vote on the election of the following Town Officers:

Moderator one for a term of one year Selectmen one for a term of three years Board of Assessors one for a term of three years Board of Health two for a term of three years Library Trustees one for a term of three years Planning Board three for a term of three years Planning Board one for a term of two years School Committee two for a term of three years

And you are directed to serve this warrant by posting a true and attested copy thereof at the Town Hall and at the Post Office in said Town of Carlisle at least seven days prior to the time of holding said meeting.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 26th day of March in the Year of Our Lord 2013. BOARD OF SELECTMEN

	Peter M. Scavongelli, Chairman
	John Gorecki, Vice Chairman
	John D. Williams, Clerk
	Douglas A.G. Stevenson
	Timothy F. Hult
A True Copy Attest:	
John Fisher, Constable	
Middlesex, s.s.	
PURSUANT TO THE WITHIN WARRANT, I inhabitants of the Town of Carlisle by posting up United States Post Office and on the Town Bullet days before the date of the meeting, as within dire	attested copies of the same at the tin Board in said town at least seven (7)
· · · · · · · · · · · · · · · · · · ·	Fisher Table of Carlisle

MINUTES ANNUAL TOWN MEETING April 29, 2013

Date Posted: 4-1-2013

The Annual Town Meeting was convened on April 29, 2013, at the Corey Building. A quorum of 150 voters being reached and the meeting called to order by Moderator Wayne H. Davis at 7:34 PM. There were a total of 189 voters present. The meeting was adjourned at 11:15 PM.

Before the warrant was opened, the Moderator explained how the meeting would be conducted, noted the Fire Escapes, and announced that if needed the due to emergency of lateness of the hour the meeting would be reconvened on Wednesday, May 1, 2013.

Selectman Peter Scavongelli then thanked the many volunteers on Town Boards and Committees for their generous contributions of time and efforts in service to the Town during the past year. He also thanked Town employees who have departed, and thanked our emergency responders.

Moderator Wayne Davis then described the Consent Agenda, rules of the Town Meeting and explained the declared 2/3 majority vote method. The warrant was then opened at 7:34 PM. At that time the Moderator announced that he would have to recuse himself during Motion 4 of Article 22 all of Article 23 of the Warrant. Michael F. Fitzgerald of 508 Autumn Land was then nominated, approved by the Meeting and sworn in by the Town Clerk as deputy Moderator for these two agenda items.

ARTICLE 1 – Consent Agenda: On motion of Peter Scavongelli, it was voted by a declared unanimous vote that Articles 2 through 9, be considered in one motion, and that the motions for Articles 2 through 9 be hereby adopted as printed in the Motions Handout at the Town Meeting, and as indicated by a double asterisk (**), and recommended by the Finance Committee, be adopted as follows: at the call of the Consent Agenda, the Moderator shall call out the numbers of the Articles, one by one. If one or more voters objects to any particular Article being included in the Consent Agenda, they should say the work "Hold" in a loud voice when the Article number is called, at which point the Articles will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner; after the calling of the individual Articles, the Moderator will then ask that all Articles for which no Hold was placed be passed as a unit with single vote by the voters.

ARTICLE 2 - Town Reports**: At the call of the Consent Agenda, it was voted by a declared unanimous vote that the reports of the Town Officers, Boards, Committees, Commissioners and Trustees as published in the Town Report for the Year 2012 be accepted and placed in the permanent records of the Town, it being understood that such acceptance does not constitute a ratification of the contents of those reports.

ARTICLE 3 - Salaries of Elected Officials **: At the call of the Consent Agenda, it was voted by a declared unanimous vote that the salaries of the elected officers of the town be established as provided by Chapter 41, Section 108 of the General Laws, as amended, for the Fiscal Year 2014, beginning July 1, 2013, as follows:

	Voted FY '12	Voted FY '13 Recom	mended FY '14
Moderator	\$50	\$50	\$50
Town Clerk	\$54,713	\$55,807	\$57,063
Assessors - Chairman Second Member Third Member	\$100 \$100 \$100	\$100 \$100 \$100	\$100 \$100 \$100

ARTICLE 4 – Revaluation ** At the call of the Consent Agenda, it was voted by a declared unanimous vote that Five Thousand Dollars (\$5.000) be raised and appropriated from the FY 2014 tax levy and other general revenues of the Town to be

spent by the Board of Assessors for the purpose of professional services in connection with revaluation of real estate and personal property in the Town.

ARTICLE 5 – Actuarial Valuation of Post-Employment Benefits ** At the call of the Consent Agenda, it was voted by a declared unanimous vote that Four Thousand Dollars (\$4,000) be raised and appropriated from the FY 2014 tax levy and other general revenues of the town to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post employment benefits obligations for the Town.

ARTICLE 6 – Department Revolving Funds Authorization ** At the call of the Consent Agenda, it was voted by a declared unanimous vote that the revolving funds for School Buses, Board of Health Inspections, Hazardous Wastes, Trails Committee, Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Department, and Council on Aging be authorized or reauthorized, as the case may be, for FY 2014 pursuant to Chapter 44, Section 53 E1/2 with the revenue source, authority to spend, use of fund, and spending limit as designated below with the understanding that such Revolving Funds be credited with the balance remaining in such Revolving Fund at the end of FY 2013 as follows:

Revenue Funds	Revenue Source	Authority to Spend	Use of Funds Spending Limit
School Buses	User Fees Collected by School	School Committee	To provide transportation for \$60,000 7th and 8th grade students
Board of Health Inspections	Board of Health Fees	Board of Health	Specific expert engineering and consulting services to review \$50,000 septic and well installations and repairs, sanitary inspections and other appropriate reimbursable expenses
Hazardous Wastes	Transfer Station User Fees & Grants Received	Selectmen	Collection and disposal of household hazardous wastes \$40,000
Trails Committee	Sale of Trails in Carlisle Book	Board of Selectmen	Building, maintaining and enhancing recreation trails \$5,000
Conservation Foss Farm	User Fees	Conservation Commission	Activities and maintenance associated with Foss Farm \$2,500
Conservation Building Maintenance	Fees and/or Rent	Conservation Commission	Maintenance and repairs associated with the Buildings located on \$30,000 Conservation Commission Lands
Historical Commission	Fees	Historical Commission	Reasonable expenses related to \$3,000 filings/applications
Youth	Event	Board of	To provide for dances andother\$10,000

Commission	Admission Fees	Selectmen	events sponsored by the Youth Commission
Building	User	Board of	To cover inspectional services and administrative expenses \$100,000
Department	Fees	Selectmen	
Council on	User	Council on	To provide for expenses for activities programs and events sponsored by the Council on Aging \$25,000
Aging	Fees	Aging	

ARTICLE 7 – Real Estate Tax Exemption ** At the call of the Consent Agenda, it was voted by a declared unanimous vote that G.L. Chapter 59, Section 5 (clause 41C) be hereby accepted to grant an additional real estate tax exemptions of up to one hundred (100%) percent.

ARTICLE 8 – Fiscal Year 2014 Stabilization Account Transfer ** At the call of the Consent Agenda, it was voted by a declared unanimous vote that Fourteen Thousand Nine Hundred Forty Five Dollars (\$14,945) be transferred from the Stabilization Fund to add to the line item as voted in the motion pursuant to Article 16 of this Warrant titled "Long Term Debt", thereby increasing the FY 2014 Long Term Debt line item as may hereafter be voted pursuant to Article 16 to a new total of \$1,771, 508; which sum so transferred is to be used to pay for principal and interest on a portion of the debt service in the town, so that the resulting FY 2014 budget, for informational purposes only, would be as set forth in the column entitled "Article 8, 15" of the chart accompanying this motion.

ARTICLE 9 - FY 2014 Chapter 90 Authorization **: At the call of the Consent Agenda, it was voted by a declared unanimous vote that the Treasurer of the Town, with the approval of the Selectmen, be authorized to borrow Three Hundred Eighty-Nine Thousand Seven Hundred Thirty-eight Dollars (\$389,738) to be expended by the Board of Selectmen for the reconstruction and improvement of public ways in the town as provided for pursuant to the provisions of Section 34(2) (a) of Chapter 90 of the General Laws, such borrowing to be in anticipation of, and conditioned upon, reimbursement by the Commonwealth pursuant to said Chapter 90.

ARTICLE 10 – Fiscal Year 2014 Free Cash Transfer to Stabilization Fund: On motion of John Gorecki, it was voted by a declared two-thirds majority vote that Seventy Five Thousand Dollars (\$75,000) be transferred from Free Cash (Surplus Revenue) in the treasury of the Town to increase the Stabilization Fund in FY2014.

ARTICLE 11 - Article 11 was not moved.

ARTICLE 12 – Transfers from Overlay Accounts: On motion of John Gorecki, it as voted by a declared majority vote that the sum of \$19,780.98 be transferred from Fund Balance Reserved for Overlay released by the Assessors for Expenditures (Overlay Surplus) and reallocated as follows:

\$13,692.58 to FY2009 Overlay Account \$ 6,088.40 to FY2013 Operating Budget, Unclassified – Short Term Interest **ARTICLE 13 – Approve/Fund Collective Bargaining Agreements:** On motion of Douglas A. G. Stevenson, it was voted by a declared majority vote that the Town vote to approve the sum of \$29,588.31 for the purpose of funding the incremental costs of a successor collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 201, said sum having been included in the Police Department Line Item total of \$1,324,433.00 in the FY2014 Operating Budget (Article 16) as voted and recommended by the Finance Committee.

ARTICLE 14 – FY14 Transfer of Free Cash to Support Debt Service: On motion of Peter Scavongelli it was voted by a declared majority vote that Three Hundred Ninety Thousand Dollars (\$390,000) be transferred from Free Cash (Surplus Revenue) in the treasury of the Town to offset the increase in long term debt service in the FY2014 operating budget.

ARTICLE 15 – FY14 Transfer from Ambulance Receipts: On motion of John Gorecki it was voted by a declared majority vote to transfer the sum of \$41,000.00 from Ambulance Receipts to the Fire Department thereby increasing the FY2014 Fire Department appropriation to \$377,225.

ARTICLE 16 – FY14 Operating Budget: On motion of Jerome Lerman it was voted by a declared majority vote that Twenty-Five Million Four Hundred Thirty-One Thousand Seven Hundred Fourteen Dollars (\$25,431,714) be raised and appropriated from the FY 2014 tax levy as set forth in column entitled "Article 16" of the chart accompanying this motion. [The difference between the \$25,444,758 Levy Limit Budget amount in the Town Warrant under Article 16 and the Voted Motion amount for Levy Limit Budget for Article 16 of \$25,431,714 is due to changes in the construction budget for the Concord-Carlisle Regional High School.]

FY2014 Operating Budget Summary

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	<u>Budget</u>	Budget	<u>Budget</u>
General Government	1,037,142	1,109,761	1,109,761
Protection of Persons			
& Property	2,072,412	2,135,040	2,176,040
Board of Health	82,148	86,620	86,620
Public Works	1,080,862	1,097,099	1,097,099
Public Assistance	161,983	192,994	192,994
Education	15,722,876	16,291,823	16,291,823
Library	549,930	560,005	560,005
Recreation	121,187	145,189	145,189
Insurance & Benefits	1,228,240	1,221,500	1,221,500
Unclassified	151,645	152,000	152,000
Retirement & Tax Title	652,344	683,120	683,120
Long Term Debt	<u>761,499</u>	<u>1,756,563</u>	<u>1,771,508</u>
Total	23,622,268	25,431,714	25,487,659

General Government

		<u>ARTICLE 16</u>	RTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
General Government			
General Expenses	458,947	520,008	520,008
Citizen Recognition	175	250	250
Treasurer Collector	137,477	140,497	140,497
Town Clerk	67,434	69,062	69,062
Registrars & Election	s 12,102	13,457	13,457
Assessors	101,261	103,564	103,564
Town Hall	177,253	178,609	178,609
Planning Board	82,493	84,314	84,314
sub-total	1,037,142	$\overline{1,109,761}$	1,109,761

Protection of Persons and Property

			ARTICLE 16	ARTICLES 8, 15
			FY2014	FY2014
	FY2013		Levy Limit	Transfers
	Budget		Budget	Budget
Police	1,275,536		1,324,433	1,324,433
Fire	334,548		336,225	377,225
Communications	309,019		315,955	315,955
Conservation	86,952		91,145	91,145
Dog & Animal Contr	rol 9,925		10,099	10,099
Inspectional Services	32,870		33,621	33,621
Street Lighting	23,562		23,562	23,562
sub-total	2,072,412	_	2,135,040	2,176,040

Board of Health

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
	Budget	Budget	Budget
Board of Health	82,148	86,620	86,620

Public Works

	ARTICLE 16	ARTICLES 8, 15
	FY2014	FY2014
FY2013	Levy Limit	Transfers
Budget	Budget	Budget

Public Works

Road Maintenance	88,416	88,416	88,416
	<i>'</i>	,	,
Transfer Station	258,115	259,424	259,424
Snow & Ice	65,228	65,340	65,340
DPW (incl. trees)	669,103	683,919	683,919

Public Assistance

Public Assistance	FY2013 Budget	ARTICLE 16 FY2014 Levy Limit <u>Budget</u>	ARTICLES 8, 15 FY2014 Transfers Budget
Youth Commission	2,703	2,751	2,751
Council on Aging	140,205	171,168	171,168
Senior Tax			
Voucher Program	17,500	17,500	17,500
Veteran's Agent	<u>1,575</u>	1,575	<u>1,575</u>
sub-total	<u>161,983</u>	192,994	<u>192,994</u>

Education

		ARTICLE 16	ARTICLES 8, 15
		FY2014	FY2014
	FY2013	Levy Limit	Transfers
T	Budget	Budget	Budget
Education			
Carlisle Public Schools	9,506,541	9,744,311	9,744,311
CCRSD	5,926,146	5,723,013	5,723,013
CCRSD debt service	99,958	578,346	578,346
MMRHS	190,231	246,153	246,153
sub-total	15,722,876	16,291,823	16,291,823

Library

		ARTICLE 16 FY2014	ARTICLES 8, 15 FY2014
	FY2013 <u>Budget</u>	Levy Limit Budget	Transfers <u>Budget</u>
Library	549,930	<u>560,005</u>	<u>560,005</u>

Recreation

		ARTICLE 16 FY2014	ARTICLES 8, 15 FY2014
	FY2013 <u>Budget</u>	Levy Limit <u>Budget</u>	
Recreation	<u>121,187</u>	145,189	145,189

Insurance & Benefits

Insurance & Benefits	FY2013 <u>Budget</u>	ARTICLE 16 FY2014 Levy Limit Budget	ARTICLES 8, 15 FY2014 Transfers Budget
Blanket Insurance	160,000	160,000	160,000
Group Insurance and			
Mitigation	1,018,240	1,011,500	1,011,500
Unemployment Insuran	ce <u>50,000</u>	50,000	50,000
sub-total	1,228,240	1,221,5	1,221,500

Unclassified

		ARTICLE 16 A	ARTICLES 8, 15
_		FY2014	FY2014
-	Y2013	Levy Limit	Transfers
<u>B</u>	<u>udget</u>	<u>Budget</u>	Budget
Unclassified			
Interest, fees & cost	1,000	1,000	1,000
Public Celebrations	645	1,000	1,000
Reserve Fund Balance	150,000	150,000	<u>150,000</u>
sub-total _	151,645	<u>151,645</u>	<u>151,645</u>

County Retirement

	ARTICLE 16 FY2014	ARTICLES 8, 15 FY2014
FY2013	Levy Limit	Transfers
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>

Long Term Debt Service

	FY2013	ARTICLE 16 FY2014 Levy Limit	ARTICLES 8, 15 FY2014 Transfers
	Budget	Budget	Budget
	<u>Duager</u>	Duaget	Duaget
Long Term Debt	<u>761,499</u>	1,756,563	1,771,508

ARTICLE 17– Additional Appropriations for Professional Services: On motion of John Gorecki it was voted by a declared majority vote that the Town raise and appropriate from the FY14 tax levy, the sum of \$32,825 to be expended by the Board of Selectmen for the purpose of retaining consultants to provide professional services to the following departments:

<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Town Administrator	\$20,000	Update Compensation/ Classification Study
Accountant	\$3,000	Financial Consulting services
Council on Aging	\$6,500	Social Worker
Assessors	\$3,325	Updates to GIS Maps

ARTICLE 18 – Capital Equipment: On motion of Donald Rober it was voted by a declared majority vote that Two Hundred Thirty-three Thousand Dollars (\$233,000), be raised and appropriated from the FY 2014 tax levy and other general revenues of the town, to be spent by the Board of Selectmen, except for the items for the Carlisle Public Schools which sums are to be spent by the Carlisle School Committee, for the following capital purposes:

Long Term Capital Requirements FY'14 Article 18

CPS	Technology Replacement	80,000
CPS	Annual Maintenance	25,000
CPS	Auditorium Seats Refurbishment	13,000
Police	Cruiser Replacement	37,000
Fire	Generator Replacements	35,000
Fire	Miscellaneous Building Projects	5,000
Fire	Municipal Fire Alarm System	30,000
Library	Misc. Maintenance Projects	5,600
Library	Chairs	<u>2,400</u>
Library	Misc. Maintenance Projects	5,600

233,000

ARTICLE 19 – Library Septic System: On motion of Timothy F. Hult it was voted by a declared majority vote that the Town transfer the sum of \$34,000 from "Free Cash" (undesignated fund balance) in the Treasury of the town to be spent by the Board of Selectmen upon the recommendation of the Library Trustees for the purpose of repair or replacement of the septic system for the Gleason Library.

ARTICLE 20 – Police Dept. – Records Management System: On motion of John D. Williams it was voted by a declared majority vote that the Town transfer the sum of \$76,105 from "Free Cash" (undesignated fund balance) in the Treasury of the town to be spent by the Board of Selectmen upon the recommendation of the Chief of Police for the purpose of purchasing and installing a records management system for the Carlisle Police Department.

ARTICLE 21 – Approve PEG Access Provider contract term: On motion of John Gorecki it was voted by a declared majority vote that the Town vote to authorize the Board of Selectmen to enter into a contract not to exceed a term of ten years with the most qualified respondent to a request for proposals (RFP) for public, educational, and government (PEG) access services issued by the Town's Chief Procurement Officer, pursuant to the provisions of MGL Ch. 30B.

ARTICLE 22 – CPA Annual Authorization: On motion of Luke Ascolillo it was voted by a declared majority vote that the Community Preservation Committee recommendations for transfers and expenditures for Fiscal Years 2013 and 2014 be approved as follows:

Motion 1

That the following amounts be appropriated from the Fiscal Year 2014 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows: Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Community Housing Reserve Fund.

- a. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Historic Reserve Fund.
- b. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Open Space Reserve Fund.
- c. Two Thousand Dollars (\$2,000) be appropriated for Administrative Expenses
- d. Three Hundred Twenty-Six Thousand Three Hundred Sixty-One Dollars (\$326,361) be appropriated to the fiscal year 2014 Community Preservation Budget Reserve account.

Motion 2

That the appropriation made by the Annual Town Meeting of May 4, 2009, appropriating \$445,000 for the Board of Selectmen to expend for the preservation of the Highland Building, which appropriation provided that any portion of such appropriation which is expended by June 30, 2013 shall revert to the Community Preservation Fund amended by extending the date for expenditure for such purpose to and including December 31, 2013 and by providing that any portion of such appropriation which remains unexpended after that date shall revert to the Community Preservation Fund.

Motion 3

That the appropriation made by the Annual Town Meeting of May 10, 2010, appropriating \$5,000 for the Board of Selectmen to expend for the Bruce Freeman Rail Trail, which appropriation provided that any portion of such appropriation which is unexpended by June 30, 2013 shall revert to the Community Preservation Fund, be amended by extending the date for expenditure for such purpose to and including December 31, 2017 and by providing that any portion of such appropriation which remains unexpended after that date shall revert to the Community Preservation Fund.

Motion 4

In addition to the appropriation made in Motion 4 of Article 22, approved at the Annual Town Meeting on April 30, 2012, that One Hundred Fifty Thousand Dollars (\$150,000) be appropriated from the Community Preservation Undesignated Fund balance, and authorize the Treasurer with the approval of the Board of Selectmen, to expend for the purchase by the Conservation Commission of a permanent Conservation Restriction with Public Access in accordance with M.G.L. Chapter 184 on certain property known as "Lot 6" consisting of 8.98 acres, more or less and Parcel C, consisting of 2300 s.f. more or less, as shown on a plan entitled "Plan of Land in Carlisle Massachusetts for the Rachel Webster Elliott Trust – 2004" made by Stamski and McNary, Inc. dated March 21, 2011; for conservation and passive recreational purposes, and further that after June 30, 2014, any residual unexpended portion of such sum be returned to the Community Preservation Undesignated Fund balance.

Motion 5

That One Hundred Fifty Two Thousand Dollars (\$152,000) be appropriated, for the Recreation Committee, for the fees, engineering, design, and construction of a raised boardwalk connecting Spaulding Field to the Banta Trail and to meet this appropriation that One Hundred Fifty Two Thousand Dollars (\$152,000) be transferred from the Community Preservation Undesignated Fund balance and further that after December 31, 2015 any residual unexpended funds be returned to the Community Preservation Undesignated Fund balance.

Motion 6

On motion of Luke Ascolillo it was voted by a declared majority vote that the Community Preservation Committee recommendations for transfers and expenditures for Fiscal Years 2013 and 2014 be approved as follows:

That Ten Thousand Dollars (\$10,000) be appropriated, for the Board of Selectmen, to expend beginning, July 1, 2013 to make only capital improvements at Center Park including pathways, parking, and other capital improvements deemed necessary and appropriate by the Board of Selectmen, (funds will not be used for maintenance of any kind), and to meet this appropriation that Ten Thousand Dollars (\$10,000) be transferred from the Community Preservation Undesignated Fund balance, and further that after June 30, 2017, any residual unexpended funds be returned to the Community Preservation Undesignated Fund balance.

Motion 7

That Sixty Seven Thousand Five Hundred Dollars (\$67,500) be appropriated, for the Carlisle Housing Trust, for the following purposes on the Goff land; for proposals for management/stabilization expenses, to analyze and compare using a tie-in to the wastewater treatment facility versus a Title V septic system, for a traffic study at the Goff property, for administrative expenses including procurement, and to fund the search for and evaluation of parcels other than Banta-Davis which may be suitable for affordable housing, and to meet this appropriation that Sixty Seven Thousand Five Hundred (\$67,500) be transferred from the Community Preservation Community Housing Reserve Fund; and further that after December 31, 2016, any residual unexpended portion of such sums shall be returned to the Community Preservation Community Housing Reserve Fund balance.

Motion 8

That Twenty Seven Thousand Five Hundred (\$27,500) be appropriated, for the Carlisle Housing Trust, for the following purposes on the Banta-Davis land: for consulting services and evaluations regarding the possible tie-in for the Banta-Davis property to the wastewater treatment facility, contingent upon the approval of the Carlisle School Committee or if the Carlisle School Committee votes to allow a portion of the Banta-Davis property to be made available for housing, for a traffic study at Banta-Davis, contingent upon the approval of the Carlisle School Committee, and, for administrative expenses including procurement, oversight and approvals; and to meet this appropriation that Twenty Seven Thousand Five Hundred (\$27,500) be transferred from the Community Preservation Community Housing Reserve Fund; and further that after December 31, 2016, any residual unexpended portion of such sums shall be returned to the Community Preservation Community Housing Reserve Fund Balance.

ARTICLE 23 - Elliott Preserve - Acquisition of Conservation Restriction: On motion of Timothy F. Hult it was voted by a declared majority vote that Town Meeting authorize the Town, acting by and through its Conservation Commission pursuant to M.G.L. Chapter 40, Section 8C, to purchase for the sum of Five Hundred Sixty Thousand (\$560,000) a permanent Conservation Restriction with public access for conservation and public passive recreational purposes in accordance with M.G.L. Chapter 184 on two parcels of land located off Skelton Road adjacent to the Concord River, containing approximately 8.98 acres and 2,300 square feet and shown as "Lot 6" and "Parcel C" on the plan entitled "Plan of Land in Carlisle, Massachusetts (Middlesex County) For: The Rachel Webster Elliott Trust – 2004," made by Stamski and McNary, Inc. and dated March 21, 2011, with such Conservation Restriction held by and such conservation area to be under the care, custody and control of the Conservation Commission; to make the expenditure of said sum of \$560,000 for the purchase of such Conservation Restriction contingent upon the receipt by the Town from the Town's Community Preservation Fund a total of \$300,000 toward the purchase of the Conservation Restriction and funds totaling not less than \$260,000 from grants or other reimbursements by the Commonwealth of Massachusetts or from private or other sources and upon approval by the Board of Selectmen; to authorize the Conservation Commission to file applications in the Town's name for grants and/or reimbursements by the Commonwealth of Massachusetts under M.G.L. Chapter 132A, Section 11 and/or any other available grants or programs for which the Town may qualify for the purposes of this article and as the Conservation Commission may deem necessary; to see if the Town will vote to appropriate, borrow pursuant to any applicable statute or transfer from available funds, a sum of money for such purposes.

ARTICLE 24 – General By-law Amendment re: Town Meetings: On motion of Peter Scavongelli it was voted by a declared majority vote that the Town vote to amend Article II, Section 2, of the Town Code, "Town Meetings", as follows: (Changes are <u>underlined</u> and *italicized*)

ARTICLE II

2. TOWN MEETINGS

- 2.1 The warrant for the annual town meeting shall be directed to the Constables who shall post attested copies thereof at least seven (7) days, and in the case of a special town meeting, at least fourteen (14) days, before the meeting in two or more public places in the town, one of which shall be the post office, and the Selectmen shall send notice of any and all special town meetings by mail to every household.
- 2.2 The Selectmen shall insert in the warrant for the annual town meeting articles requested in writing by ten (10) or more registered voters, and for special town meetings, articles requested in writing by one hundred (100) or more registered voters.
- 2.3 One hundred and fifty (150) of the registered voters shall constitute a quorum.
- 2.4 The polls for all elections will be opened at 7:00 o'clock A.M. and will close at 8:00 o'clock P.M. unless an earlier opening of the polls between 5:45 o'clock A.M. and 7:00 o'clock A.M. is authorized by the Selectmen consistent with the provisions of the Massachusetts General Laws and the rules and regulations of the Elections Division of the Office of the Secretary of the Commonwealth.
- 2.5 Whenever a two-thirds vote is required by statute for adoption of any action by a town meeting, such vote may be declared as such by the moderator without a count and to be recorded as such by the Clerk upon such declaration provided, however, that seven or more voters at a town meeting may challenge such declaration, all as provided by Chapter 39, Section 15 of the general laws at which time a count shall be held.

ARTICLE 25 – General Bylaw Amendment re: Long Term Capital Requirements Committee: On motion of Douglas A. G. Stevenson it was voted by a declared majority vote that the Town vote to amend Section 3.10 of the General Bylaws regarding the Long Term Capital Requirements Committee by deleting Section 3.10.3 in its entirety and replacing it with the following:

3.10 Long-Term Capital Requirements Committee

3.10.1 The Long-Term Capital Requirements Committee was established under Article 20 of the warrant for the annual town meeting held March 14, 1966, and further amended under Article 38 of the warrant for the annual town meeting held March 8, 1971.

- 3.10.2 There shall be a committee known as the Long-Term Capital Requirements Committee, the function of which shall be to evaluate the long-term capital requirements of the town and to make recommendations on the same at each annual town meetings. A capital requirements program for the next five (5) years shall be presented at each annual town meeting. Every anticipated capital outlay of more than \$10,000 for any item having a useful life of more than three (3) years shall be considered by the committee in preparation of their recommendations.
- 3.10.3 The committee shall consist of seven (7) members, four (4) appointed by the Board of Selectmen one (1) appointed by the Finance Committee, one (1) appointed by the Planning Board, and one (1) appointed by the Carlisle School Committee. Members of the committee appointed by the Board of Selectmen shall be registered voters of the Town who do hold elective office in the town and who are otherwise eligible for membership on the committee. Within thirty (30) days after the final adjournment of each annual town meeting, the Board of Selectmen shall appoint two (2) members in the first year and one (1) member in each of the next two years to serve for a three (3) year term which expires on the final adjournment of the annual town meeting held for the third year ensuing after the date of such appointment. In addition to the four members so appointed, the Finance Committee, Planning Board, and Carlisle School Committee shall as soon as may be after each annual town meeting appoint one of their members to the Committee for a term of one (1) year.
- 3.10.3 The committee shall consist of seven (7) members. One (1) shall be appointed by the Board of Selectmen; three (3) shall be appointed by the Finance Committee; one (1) shall be appointed by the Carlisle School Committee; one (1) shall be appointed by the Finance Director; and one (1) shall be appointed by the Town Administrator. Upon expiration of the terms of persons who are currently members of the committee at the time of adoption of this amendment, the member appointed by the Board of Selectmen, one (1) member appointed by the Finance Committee, and the member appointed by the Finance Director shall be appointed for a term of (1) year. One (1) member appointed by the Finance Committee and the member appointed by the School Committee shall be appointed for a term of two (2) years. One (1) member appointed by the Town Administrator shall be appointed for a term of three (3) years. Thereafter, all appointments shall be for a term of three (3) years, except that in the case of a vacancy prior to expiration of a term that position shall be appointed by the respective appointing authority for the remainder of the unexpired term.

ARTICLE 26 – Zoning Bylaw Amendment – Section 5.6, Accessory Apartments: On motion of Douglas A. G. Stevenson it was voted by a declared two thirds majority vote that the Town vote to amend Section 5.6 of the Zoning By-laws as follows:

Amend the existing Section 5.6.9.2 of the Carlisle Zoning Bylaw which currently reads as follows:

"The Agreement will terminate upon sale of the property,"

by deleting such existing language in its entirety and substituting the following therefor:

"The Agreement will terminate upon sale of the property, provided, however, that the new owner may elect to keep the Agreement in force and effect by executing a notice to that effect, provided that said new owner applies for and is or has been granted re-approval of the special permit in accordance with the provisions of Section 5.6.10. Such re-approval of the special permit shall be recorded with the Registry of Deeds simultaneously with the above notice. Absent such re-approval of the special permit by the Planning Board pursuant to an application by the new owner or owners, the apartment must be removed."

Amend the existing Section 5.6.9.4 of the Carlisle Zoning Bylaw, which currently reads as follows:

"Upon termination of this Agreement, additional restrictions shall apply regarding repayment to the Town of any funds received from the Town pursuant to a grant or loan agreement,"

by deleting such existing language in its entirety and substituting the following therefor:

"Upon termination of this Agreement, additional restrictions may apply regarding repayment to the Town of any funds received from the Town pursuant to a grant or loan agreement,"

ARTICLE 27 – Establish Agricultural Commission: Citizens' Petition On motion of John Lee it was voted by a declared majority vote that the Town vote to establish an Agricultural Commission to represent the interests of the agricultural/farming community, including hobby farming, in Carlisle. Said Commission shall serve as facilitators for encouraging the continued pursuit of agriculture in Carlisle, preserving agricultural lands and promoting agriculturally-based economic opportunities in Town.

The Board of Selectmen shall be the appointing authority for the Agricultural Commission, which shall consist of five members all of whom shall be residents of Carlisle. At least three members of the Commission shall be actively engaged in farming and all members shall be persons who have demonstrated an interest in farming issues, as determined by the Board of Selectmen.

The initial terms of service shall be: one member appointed for a term of one year, two members appointed for terms of two years, and two members appointed for terms of three years, with all terms being for three years thereafter.

Any vacancy shall be filled by the Board of Selectmen for the remainder of the unexpired term. When making any appointment to the Agricultural Commission

after the initial appointments hereunder or when filling a vacancy, the Board of Selectmen shall seek and consider recommendations of candidates from the Agricultural Commission."

ARTICLE 28 – Zoning Bylaw Amendment–Medical Marijuana: On motion of Timothy F. Hult it was voted by a declared two thirds majority vote that the Town vote to adopt a new section 3.5 in the Zoning By-Laws, as follows:

3.5 INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

3.5.1 <u>Purpose</u>:

This section is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts is in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in the Town shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with the statewide regulations and permitting procedures.

3.5.2 Definition:

A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.

3.5.3 Exclusion of Other Marijuana Uses:

Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

3.5.4 Exclusion of Accessory Uses:

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of

marijuana, products containing or derived from marijuana, or related products, be considered accessory to any use.

3.5.5 <u>Interim Restrictions</u>:

Medical Marijuana Treatment Centers shall not be permitted in any zoning district in the Town so long as this Section 3.5 is effective, as set forth in Section 3.5.6 below. Use variances shall be strictly prohibited.

3.5.6 Expiration:

This Section 3.5 shall be in effect through June 30, 2014.

3.5.7 Study Committee:

The Board of Selectmen, Planning Board, Board of Health, and Board of Zoning Appeals, each acting through a member designated by the respective board, and the Chief of Police shall constitute a study committee to monitor developments in the regulation of Medical Marijuana Treatment Centers by the Commonwealth of Massachusetts and to assess the potential impacts of locating any such centers in the Town. The study committee shall submit a public report stating its conclusions to the respective boards no later than three (3) months in advance of the expiration date of this Section 3.5.

ARTICLE 29 – This Article was not moved.

ANNUAL TOWN ELECTION May 7, 2013

The annual Town Election was held May 7, 2013, at the Town Hall. The ballot box was examined and locked and the keys delivered to the police officer on duty.

The polls were opened at 7:00 AM by the Warden, Lee Means, and were closed at 8:00 PM. A total of 144 votes were cast of which 9 were absentee ballots. After the ballots were counted and the vote recorded, the following results were announced at 8:43 AM.

Moderator – One for One year

Wayne H. Davis	739 Concord St.	136
Blank		<u>8</u>
Total		144

Board of Selectmen - One for Three Years

John Gorecki	180 Hemlock Hill Rd.	127
Blank		<u>17</u>
Total		144

Board of Assessors - One for Three Years

I N I 1 4	204 D11 C+	126
Iames Marchant	304 Russell St.	120

	Blank Total		18 144
Board of	Health – Two for Three Years		
	Catherine J. Galligan William S. Risso Blank Total	224 South St. 115 Wolf Rock Rd.	129 124 <u>35</u> 288
Planning	Board – Three for Three Years	}	
	Karen L. Andon Mark Edward Lamere Edward G. Rolfe Blank Total	90 Applegrove Ln. 374 Rutland St. 916 Maple St.	110 128 126 <u>68</u> 432
Planning	Board - One for Two Years		
	David A. Freedman Blank Total	301 Hutchins Rd.	123 <u>21</u> 144
	Library Trustee - One for Thr	ee Years	
	Thornton H. Ash Blank Total	163 Nowell Farme Rd.	132 <u>12</u> 144
School C	ommittee - Two for Three Yea	rs	
	Joshua Kablotsky Mary C. Storrs Blank Total	99 Nickles Ln. 94 Brook St.	115 117 <u>56</u> 288

WARRANT SPECIAL STATE PRIMARY – APRIL 30, 2013 COMMONWEALTH OF MASSACHUSETTS United States Senate

Middlesex, ss

To either of the Constables of the Town of Carlisle in the County of Middlesex:

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town of Carlisle who are qualified to vote in the Special State

Primary to vote at the Town Hall, 66 Westford Street, in said Carlisle on Tuesday, the Thirtieth of April, 2013, from 7:00 am to 8:00 pm for the following purpose:

To cast their votes in the Special State Primaries for the candidates of political parties for the following office: Senator in Congress for the Commonwealth.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 24 day of March 2013

BOARD OF SELECTMEN

Peter M. Scavongelli, Chairman John Gorecki, Vice Chairman Douglas A.G. Stevenson, Member Timothy F. Hult, Member

A True Copy Attest:

John Fisher, Constable

Middlesex, ss

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of Carlisle by posting up attested copies of the same at the United States Post Office and on the Town Bulletin Board in said town at least seven (7) days before the date of the meeting, as within directed.

John Fisher Constable of Carlisle

Date Posted 4-1-2013

SPECIAL STATE PRIMARY United States Senate April 30, 2013

The Special State Primary was held at the Town Hall on Tuesday, April 30, 2013. The ballot box was examined and locked and the keys delivered to the police officer on duty.

The polls were declared open at 7:00 a.m. by the Warden of Elections Lee Means and closed by the Warden at 8:00 p.m. There were 591 Democratic cast of which 51 were absentee ballots. There were 273 Republican Ballots cast of which 5 were absentee ballots. After the ballots were counted and the vote recorded, the following results were announced at 9:20 p.m.

DEMOCRATIC PARTY BALLOT

Senator in Congress

Stephen F. Lynch,	55 G St., Boston	104
Edward J. Markey,	7 Townsend St., Malden	486
Blank		1
Total		591

REPUBLICAN PARTY BALLOT

Senator in Congress

Gabriel E. Gomez,	59 Highland Ave., Cohasset	156
Michael J. Sullivan,	79 Walker Ln., Abington	59
Daniel B. Winslow,	17 Fredrickson Rd., Norfolk	57
Blank		<u>1</u>
Total		273

SPECIAL STATE ELECTION United States Senate June 25, 2013

The Special State Election was held on June 25, 2013, at the Town Hall on Tuesday, June 25, 2013. The ballot box was examined and locked and the keys delivered to the police officer on duty.

The poles were declared open at 7:00 a.m. by the Warden of Elections Lee Means and closed by the Warden at 8:00 p.m. There were a 1,614 ballots cast of which 123 were absentee ballots. After the ballots were counted and the vote recorded, the following results were announced at 10:00 p.m.

Senator in Congress

Gabriel E. Gomez, 59 Highland Ave, Cohasset	685
Edward J. Markey, 7 Townsend St, Malden	919
Richard A. Heos, 31 Robinson Rd, Woburn	4
Blank	3
Other	<u>3</u>
Total	1614

BOARD OF SELECTMEN

The Carlisle Board of Selectmen is pleased to submit this summary of the status of the Town's affairs for the year ending December 31, 2013. Overall, we are pleased to report that the affairs of the Town are in good order and we find ourselves in a healthy and stable financial position. Carlisle continues to be a place of uncommon beauty and a wonderful place to live and raise a family. Our approach to the management of Carlisle's government affairs is guided by three core principles:

- 1.) The provision of excellent education for our citizens
- 2.) The protection of our unique physical environment
- 3.) The preservation of small town community values and fiscal responsibility

In today's world it is paramount to address the balance of our citizens desires to maintain and enhance the services they have come to expect with the reasonableness of what they are able to pay to fund these services. We see it as our responsibility to put before them budgets and proposals that reinforce the core values outlined above within a realistic financial framework. Ultimately, through the Town Meeting system, the citizens themselves make the decisions. Carlisle is fortunate to have an informed and involved citizenry who regularly make sound choices regarding town affairs.

Financial Status

Financially the town is in solid shape. For the Fiscal year ending June 30, 2013, the town received a clean audit report and a management letter outlining a modest number of non-critical issues to be addressed. Revenues for the year were approximately \$25.2 million and expenses \$24.9 million. Certified free cash reserves were approximately \$2.6 million and the stabilization Fund was approximately \$1.2 million. Thus we have cash reserves of approximately 15% of expenditures which is quite healthy. Our bond rating is Aa1 which is effectively the highest possible given the size of the town. One item of note is that the bond obligations are rising significantly given expenditures on the new facilities at both the High School and the Carlisle Public Schools. As of June 30, 2013 the town had approximately \$17.1 million in long term debt obligations which will ultimately rise to over \$30 million when the High School debt is fully bonded.

For this current year (FY14) which will end on June 30, 2014, Town Meeting in April approved a budget of \$26.1 million in revenues and expenses. Within this budget \$390 thousand of free cash was used to mitigate what would have been a sharp rise in debt service expenses and to keep the tax increase reasonable. Actually, revenue projected to be generated from the property tax (including new growth) rose by 2%. We also currently have excess levy capacity of almost \$1 million which makes the prospect of any overrides in the next few years highly unlikely.

Highlights from 2013

 The Carlisle Public School Building Project was effectively completed and the school is now enjoying this exciting new space. The project was completed on time and under budget.

- A new Superintendent, Dr. Joan Wickman was hired to lead the Carlisle Public Schools. We are excited to have Dr. Wickman at the helm and deeply appreciative of the efforts of former Superintendent Dr. Joyce Mehaffey who retired after several years of outstanding service to our town.
- The High School Building project is now proceeding on schedule and on budget after some significant issues with the budget. The school is scheduled to open in April of 2015 and we are currently extremely positive about meeting the budget of \$94.5 million.
- Town Meeting approved the purchase of the Goff property on Bedford Road and the planning is now proceeding for a project to include 10 bedrooms of DDS Housing on the property.
- An updated Open Space and Recreation Report was completed, approved unanimously by the Selectmen and filed with the state. This is an extremely important report in planning and managing Carlisle's land resources. It reflects a tremendous amount of work by the dedicated volunteer team who produced the report.
- The Benfield Farms Senior Affordable Housing project was substantially completed and residents will begin moving into new apartments in early 2014. This 26 unit complex represents the culmination of over a decade of hard work by many volunteers and professionals.
- At Town Meeting the Conservation Restriction was completed for the Elliot Reserve. This will protect this important and beautiful piece of land on the Concord River for generations to come.
- Town Meeting through the Community Preservation Act approved funds to study aspects of a proposal to allow shared use of the Banta Davis land to include affordable housing. It is expected that this proposal will be considered by Town Meeting in 2014.
- Within the budget approved at Town Meeting we have begun to implement a series of initiatives and personnel programs that will hopefully allow our on call Fire Department to continue to flourish. We are so fortunate to have this dedicated group that serves us so well in any emergency.

Current Selectmen Core Initiatives

The Selectmen annually develop Goals and Objectives that guide our activities. While the full set of objectives is comprehensive and involves significant detail, the following core initiatives were developed for FY14

- Provide Town Meeting with comprehensive clear information to make a decision on potential shared use (with housing, schools and recreation) on the Banta Davis land
- Move DDS Housing Project on Goff forward such that we are in a position to select a developer in the spring
- Finalize CPS Building Project and carefully monitor the cost and schedule of the CCHS Building Project
- Bring recommendations(s) of Highland Committee on potential future use of Highland (including economic feasibility) to Town Meeting
- Work with the appropriate committees to determine longer term capital plan (5-10 years)

- Carefully monitor Minuteman decisions on their facilities project and district restructuring with regard to Carlisle's best interests
- Monitor the successful completion of the Benfield affordable Housing project

Significant Challenges

While the town's affairs are generally in good shape, there are a number of significant challenges that we face.

- The 40B Affordable Housing law could generate development activity that could fundamentally change the character of the town. Because we do not have 10% affordable Housing, developers can initiate projects that circumvent the 2 acre zoning. This potentially could negatively affect the water resources. Gaining approval for the siting and development of town initiated projects to more efficiently move us toward the 10% goal has been extremely challenging.
- As do all towns and the state, Carlisle has substantial unfunded liabilities regarding benefits for retired employees (over \$7 million). We have begun a process of funding this liability but maintaining this program will take diligence. It is also imperative that the state initiate reforms to the personnel policies that have exacerbated this issue.
- The Minuteman High School needs a new facility. Unfortunately, 45% of the students at Minuteman come from non-member towns and there is no mechanism to charge these students for any building expenses. In the course of this discussion Minuteman has proposed a revision to the District Agreement that would be highly disadvantageous to Carlisle. As a result of these issues Carlisle may have to seriously consider leaving the District.
- The Carlisle population is rapidly aging. As a result there will be considerably more elderly residents in the years to come. It is wonderful that so many people may desire to stay in town. Our COA does a fabulous job but we lack the space and physical resources for the services this population may require. Specifically, it is highly probable that we will need to seriously consider a Community/Senior Center in the near future.

Appreciation

The Selectmen would like to express our deep appreciation to our dedicated and talented Professional staff, Town Administrator Tim Goddard and Margaret Arena, Executive Assistant. Their support is invaluable.

We would also like to express our admiration and appreciation to all of our dedicated town employees who do such a wonderful job providing the services for all of us. We are fortunate to have such a wonderful group of employees.

Finally, our town would not function without the involvement and expertise of so many town volunteers. The number of people who volunteer their time and effort to the town is truly extraordinary. It is their enthusiasm, energy and talent that allow us to plan and manage the programs that make our town so special.

Respectfully submitted

Timothy Hult, Chairman John Gorecki Peter Scavongelli John Williams Douglas A.G. Stevenson

TOWN COUNSEL

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda and the negotiation, drafting or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

We obtained a judgment in the Town's favor in a summary process action against Marcus Siskind and Back Road Realty LLC, allowing the Town to reclaim its property at 669 Bedford Road. We are also pursuing an action on behalf of the Town against Marcus Siskind to recover both unpaid personal property taxes and the costs incurred by the Town in removing Mr. Siskind's property from 669 Bedford Road. The Town has filed its complaint. We filed a notice of appearance in GLW Kids, LLC, et al v. Board of Assessors of the Town of Carlisle. This is an appeal by the taxpayer of its assessment. The case has been argued; we are awaiting a decision by the Appellate Tax Board.

The year 2014 is our first year serving as Town Counsel in Carlisle. We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with specific, direct and responsive representation. Our efforts on behalf of the Town have benefited from the participation of numerous Town officials and private citizens. We thank the Board of Selectmen, the Town Administrator, and all other Town officials and citizens for their cooperation and assistance.

Respectfully submitted,

Thomas J. Harrington Miyares and Harrington LLP Town Counsel

TOWN ACCOUNTANT - FISCAL YEAR 2013

GENERAL FUND TREASURER'S RECEIPTS

Taxes (ne	to te	retune	as)
-----------	-------	--------	-----

Taxes (net of Terunus)			
	Personal Property/Real Estate	21,700,204	
	61A/61B	2,083	
	Tax Title	21,081	
	Motor Vehicle Excises	835,184	
	Penalties & Interest - Property Tax	34,341	
	Penalties & Interest - Excises	11,482	
			\$22,604,375
Fees			
	Planning Board Fees	4,450	
	Town Clerk Fees	2,902	
	Dogs	7,490	
	Conscom	9,758	
	Board of Appeals	800	
	Selectmen	6,320	
	Board of Health	637	
	Assessors	2,719	
	Recreation	25,675	
			\$60,751
Other Charges			
	Recycle	18,207	
	Lien Certificates	5,450	
	Field Driver	187	
	Other	1,960	
			\$25,804

Other Departments

	Police Reports	170	
	Police Special Detail	6,636	
	Medicaid AAC	5,456	
	School FY12 Accrual Not Used	1,922	
			\$14,184
Licenses & Permits			
	Building Permits	99,595	
	Wiring Permits	15,035	
	Fire Alarm Permits	6,940	
	Plumbing Permits	6,760	
	Septic Licenses	5,625	
	Gas Permits	5,038	
	Gun Permits	2,288	
	Marriage Licenses	500	
			\$141,781
Revenues from the State			
	Additional Assistance	185,546	
	State Owned Land	193,916	
	Chapter 70	815,308	
	Abatements to Elderly	2,510	
	Abatements to Veterans	2,388	
	Charter School Tuition Reimbursement	4,164	
	MEMA Reimbursement	7,033	¢1 310 075
			\$1,210,865

Revenues from Other Governments

	Court Fines/Other Fines	11,580	
	FEMA Reimbursement	46,597	
	Payments in Lieu of Taxes	6,729	
Special Assessments			\$64,906
	Burials	4,650	
			\$4,650
Library			
	Fines & Fees	1,581	\$1,581
Investments			Ψ1,501
investments			
	Premiums/Interest from Sale of Bonds	551,514	
	Treasurer's Interest	26,746	Φ 57 9 2 40
			\$578,260
Other Miscellaneous Reve	nue		
	Nstar Rebate-School Energy System	67,533	
	Nstar Rebate-Town Energy System	700	
			\$68,233
	Subtotal		\$24,775,390
Cash Balance July 1, 2012		4,785,244	
Cash Dalance July 1, 2012		4,703,244	
Warrants Payable FY13		896,990	\$5,682,234
		-	. , - ,
	Total Receipts	-	\$30,457,624

TREASURER'S EXPENDITURES

GENERAL GOVERNMENT

Town (Counsel
--------	---------

	Legal	96,529	do (53 0
			\$96,529
Historical Commission			
	Wages, Part-Time	2,131	
	Expenses	431	\$2.5 <i>(</i> 2.
			\$2,562
Board of Appeals			
	Wages, Part -Time	6,760	
	Expenses	1,727	\$0.40
Finance Committee			\$8,487
	Expenses	173	
Moderator			\$173
Moderator	C-1.	50	
	Salary	50_	\$50
Selectmen			
	Secretary	45,804	
	Office Supplies	1,092	
	Other Supplies	58	
	Dues & Subscriptions	2,369	
	Printing		
			\$49,323
Copy Machine			
	Agreements	5,612	
	Supplies	2,681	** ***
			\$8,293

Town/Fincom Reports/Town Meeting Printing 3,493 3,294 **Expenses** \$6,787 Flag & Clock Care Wages, Part-Time 1,012 \$1,012 **Printing & Postage** Postage 12,293 Miscellaneous 888 1,492 **Printing** \$14,673 **Town Administrator** 112,245 **Salary** Training/Meetings 2,618 956 **Expenses Telephone** 225 **Dues** 568 **Insurance Premiums** 1,000 \$117,612 **Small Capital Expenses** 625 \$625 **Housing Authority Expenses** 246

\$246

Town Accountant

	Salary	63,738	
	Wages, Part-Time	14,830	
	Consultant	720	
	Education	798	
	Office Supplies	1,128	
	Dues	110	
			\$81,324
Professional Services			
	Audit	32,000	
	Actuarial	6,500	
	Revaluation	7100	
			\$45,600
Assessors			
	Appraiser/Administrator	58,551	
	Elected Officials	300	
	Wages, Full-Time	32,588	
	Computer-License & Support	5,875	
	Supplies	1,774	
	Mileage	615	
	Dues	370	
			\$100,073

Town Treasurer/Tax Collector

	Salary	92,122	
	Wages, Part-Time	21,688	
	Equipment Service	2,139	
	Payroll Expense	7,208	
	Process Tax Bills	5,553	
	Bond Expense	1,000	
	Office Supplies	1,541	
	Retention of Records	1,645	
	Dues	90	
			\$132,986
Treasurer's Articles			
	Munis Upgrade TM0412	15,000	\$15,000
Tax Title Foreclosures			Ψ12,000
Tax Title Foreciosures	T T'41. F1.	2.600	
	Tax Title Foreclosures	2,698	\$2,698
Town Clerk			
	Elected Official	55,807	
	Wages, Part-Time	8,927	
	Assistant Town Clerk Stipend	1,200	
	Training & Meetings	833	
	Office Supplies	656	
			\$67,423

Elections & Registration

	Clerk	100	
	Election Wages	6,653	
	Registrars	75	
	Street Lists/Computer	1,466	
	Election Supplies	1,269	40 ₹ 6
			\$9,563
Conservation Commissio	on		
	Wages Part Time	17,786	
	Conscom Officer	57,348	
	Printing & Legal Notice	187	
	Education & Training	400	
	Dues	549	
	Office Supplies	787	
	Repair & Maintenance	651	
	Mileage	725	
			\$78,433
Planning Board			
	Wages, Part-Time	21,870	
	Planner	59,099	
	Meeting & Site Visits	554	
	Dues & Subscriptions	75	
	Office Supplies	236	фод 02.4
			\$81,834

Town Hall

	Custodial	35,898	
	Electricity	46,178	
	Heat	17,056	
	Contracts	42,105	
	Water Cooler	463	
	Computer Maintenance	24,038	
	Telephone	16,151	
	Building Maintenance	14,174	
	Grounds	105	
	Supplies	2,994	
			\$199,162
Town Hall-Articles			
	Technology Update	8,013	
	Fiber Optic Cable	45,000	
	IT Upgrades	7,688	
		-	\$60,701
TOTAL GENERAL GOVERNMENT		_	\$1,181,169

EDUCATION

District Administration

District Administration			
	Administrator	30,588	
	Office Supplies	49	420 (27
			\$30,637
School Committee			
	Secretary	3,271	
	Contracted Services	16,654	
	Legal Expense	1,128	
	Memberships	11,286	
	Advertising	1,537	
			\$33,876
School Administration			
	Salaries	243,351	
	Supt. Insurance	22,500	
	Postage	1,603	
	Professional Development	17,301	
	Office Supplies	1,671	
	Memberships	13,791	
	Travel	5,323	
			\$305,540
Business Office			
	Administration	90,349	
	Office Supplies	1,291	
			\$91,640

Regular Education

Salaries - Substitutes	95,463
Office Support	202,009
Classroom Aides	71,072
Technology Support	118,926
Salaries - K-4	1,338,383
Salaries - M.S. (5-8)	1,748,793
Salaries - Phys. Ed	267,501
Salaries - Art	156,379
Salaries - Music	190,981
Salaries - Media/Technology	174,400
Salaries - ELL	34,122
Postage	5,094
Summer Curriculum	52,525
Professional Improvement	20,435
Specialists	178,159
Early Retirement	27,680
Contracted Services-Home/Hospital	840
General Supplies	12,406
Phys. Ed. Supplies	1,669
Art Supplies	5,475
Music Supplies	2,541
ELL Supplies	1,303
Professional Development	29,443
Stipends	59,870

\$4,795,469

Student Services/SPED

	Administration	124,848	
	Special Education Salaries	1,237,174	
	Clerical	49,982	
	Aides	289,812	
	Contracted Services	88,378	
	Supplies	10,897	
	SPED Technology	2,330	
			\$1,803,421
Texts, Regular Education			
	Texts, Supplies	2,572	
	Language Arts	14,017	
	Math	5,999	
	Social Studies	2,813	
	Science	28,822	
	Foreign Language	594	
	Technology	62,502	
			\$117,319
School Library			
	Supplies	5,291	¢5 201
School Psychologist			\$5,291
	Salary	260,119	
	Supplies	2,140	
			\$262,259

Health Services

	Nurse Salary	144,807	
	Doctor's Stipend	750	
	Supplies	1,908	\$147,465
Student Activities			ŕ
	Transportation	304,116	\$304,116
SPED Transportation			\$304,110
•	Contracted Services	147,238	
Education Equipment			\$147,238
Education Equipment	Education Equipment	20,389	
			\$20,389
Student Activities	Supplies	3,981	
	опррисы		\$3,981
Custodial			
	Custodians	421,495	
	Office Supplies	12,455	
	Wastewater Treatment Facility	70,737	
	Waste Disposal	6,076	\$510,763
Heating of Buildings			, .,
	Gas Heat	66,616	\$66,616
Utility Services			φυυ,010
v	Electricity	159,345	
	Telephone Water	18,827	
	•		

Maintenance of		3,377	\$181,549
Grounds	Grounds	8,220	\$8,220
Maintenance of Building	s		
	Contracted Services	111,173	\$111,173
Maintenance of Equipme	ent		
	Contracted Services	26,019	\$26,019
Tuition to Mass. Schools			
	Tuition	533,560	\$533,560
School Articles			
	Classroom Locks TM0407	776	
	Annual Maintenance Projects TM0509	3,396	
	Annual Maintenance TM0510	268	
	Technology Maintenance TM0511	51,795	
	Auditorium Seat Refurb TM0511	2,875	
	Annual Maintenance TM0511	9,657	
	Technology Replacement TM0412	66,001	
	Annual Maintenance TM0412	8,500	44.42.0 (0)
CCRHS			\$143,268
	Assessment	6,026,103	\$6,026,103
Minuteman Regional			
	Assessment	190,231	\$190,231

TOTAL EDUCATION \$15,866,143

PROTECTION OF PERSONS & PROPERTY

Police Department

	Salaries & Wages	1,111,824	
	Radio Repair	1,750	
	Education	14,509	
	Printing	404	
	Cruiser Repair	13,875	
	Fuel/Mileage	33,987	
	Uniforms	19,848	
	Admin. Expense	4,445	
	Equipment	25,737	¢1 227 270
Police Articles			\$1,226,379
	Paint Police Station	2,090	
	Police Cruiser TM0511	873	
	Police Cruiser TM0412	39,435	
	Police-Computer Replacement	5,623	\$48,021
Police Station			
	Electricity	14,394	
	Heat	2,833	
	Repair & Maintenance	12,968	
	Cleaning Supplies	891	¢21.097
			\$31,086

Fire Department

Salaries	92,878
Secretarial Wages	3,017
Fire Wages	45,597
Fire Education & Training	23,600
Maintenance Wages	14,971
Inspections	7,790
Electricity-Station	5,442
Heat	3,936
Radio Repair	4,070
Telephone	7,174
Building Repair/Maintenance	6,289
Equipment Maintenance	2,320
Water Cisterns Repair	6,348
Water Cisterns Electricity	1,955
Vehicles Repairs	17,446
Gasoline	4,231
Protective Clothing/Uniforms	8,096
Dues/Membership	1,650
Miscellaneous	3,462
Fire Chief Expenses	1,154
Additional Equipment	3,955
Hose	1,090
Mun. Fire Alarm Maint.	3,500

\$269,971

Fire Department Articles

	Repave Parking Lot TM0412	24,480	
	Fire Dept-Pickup Truck	52,094	\$57.554
Immunization			\$76,574
	Medical Supplies	141	
			\$141
Ambulance			
	Ambulance Wages	30,201	
	EMT-Stipends	28,520	
	Training	10,811	
	Gas & Oil	1,545	
	Repair	1,190	
	Medical Supplies	3,789	
	Ambulance Billing Charge	3,261	\$50.215
			\$79,317
Building Inspector			
	Secretary	18,365	
	Education	1,084	
	Telephone	611	
		VII	
	Office Supplies	4,738	
			\$20.07 0
	Office Supplies	4,738	\$29,858
Dog Officer	Office Supplies	4,738	\$29,858
Dog Officer	Office Supplies	4,738	\$29,858
Dog Officer	Office Supplies Mileage	4,738 5,060	\$29,858 \$9,755

Animal Control Office

	Wages - Part Time	281_	\$281
Communications System			
	Comm-UPS Batteries TM0412	4,588	\$4,588
Communication Departm	nent		
	Wages	257,246	
	Service Contracts	3,474	
	Teletype Maintenance	893	
	Education	1,518	
	Telephone	14,784	
	Office Supplies	2,134	
	Clothing	802	
	Equipment/Maintenance/Repair	23,125	4202.0 7.6
			\$303,976

\$2,079,947

TOTAL PROTECTON OF PERSONS & PROPERTY

DEPARTMENT OF PUBLIC WORKS

DPW Administration

	Salaries & Wages	553,231	
			\$553,231
Construction & Maintena	ance		
	Lines	7,110	
	Signs	3,177	
	Road Maintenance	50,374	\$60,661
			\$00,001
Snow & Ice Removal			
	Vehicular Supplies	19,604	
	Salt	40,333	
	Sand	21,898	
	Miscellaneous	18,242	4400.055
			\$100,077
Street Lighting			
	Service Contract	16,411	
			\$16,411
Other Highway			
	Electricity	5,269	
	Heat	7,708	
	Service Contracts-Trees	10,525	
	Telephone	778	
	Gasoline	28,955	
	Maint./Supplies	50,923	
	Uniforms	4,946	
			\$109,104

Transfer Station

	Wages, Part-Time	58,026	
	Electricity	1,080	
	Dumping	142,398	
	Gasoline	40,573	
	Maint./Supplies	19,829	** **********************************
			\$261,906
DPW Articles			
	DPW-Dump Truck TM0412	95,000	
			\$95,000
TOTAL DPW			\$1,196,390
HEALTH & SANITATIO	<u>ON</u>		
Board of Health			
	Clerical	9,515	
	Agent	70,912	
	Animal Inspector	1,000	
	Inspections	675	
	Nursing Care	579	
	Engineering	2,857	
	Flu Clinic	603	
	Training & Meetings	110	
	Office Supplies	189	
	Mileage	167_	Φος το=
			\$86,607

BOH Articles

	BOH-Disease Prevention	249	\$249
TOTAL HEALTH & SAN	IITATION	_	\$86,856
PUBLIC ASSISTANCE			
Senior Voucher Account			
	Voucher System	17,500	\$17,500
Council on Aging Articles			
	Social Service Counsel	4,668	\$4,668
Council on Aging			
	Wages	107,598	
	COA Van Driver Wages	7,670	
	Office Operations	5,888	
	Program	6,368	
	Transportation	4,944	
	Newsletter	1,073	¢122 541
			\$133,541
Youth Commission			
	Wages	1,700	
	Custodian	1,003	\$2,703

Veteran	's	Ag	en	t
---------	----	----	----	---

	Wages	1,500	
	Veteran's Benefits	3,754	
			\$5,254
TOTAL PUBLIC ASSIST	ΓANCE		\$163,666
<u>LIBRARY</u>			
Gleason Library			
	Wages	357,069	
	Automation	27,489	
	Training & Meetings	1,226	
	Office Supplies	7,458	
	Books	49,326	
	Digital	19,986	
	Records & Visual	18,789	
	Periodicals	7,906	
	Additional Equipment	8,946	Φ400 107
			\$498,195
Library Building			
	Custodial	28,605	
	Repair & Maintenance	16,609	
	Supplies	4,730	Φ40.044
			\$49,944
Library Articles			
	Additional Equipment	6,387	
	Misc. Maintenance Projects	14,169	\$20 EE/
			\$20,556
TOTAL LIBRARY		-	\$568,695

RECREATION

Parks & Fields

	Wages	65,782	
	Mowing	24,050	
	Sprinkler Maintenance	5,539	
	Electricity	2,658	
	Scheduled Maintenance	20,923	
	General Maintenance	412	
	Sanitation	1,360	
		-	\$120,724
TOTAL RECREATION		=	\$120,724
<u>MISCELLANEOUS</u>			
Memorial Day			
	Wages	175	
	Miscellaneous	545_	
			\$720
State Assessments			
	State & County Charges	59,854	\$59,854

Encumbrances

]	Building Inspector	55	
;	Small Capital	8,580	
]	Professional Fees-Consultants	7,500	
	Assessors	1,425	
•	Гreasurer	119	
	Conscom	9,038	
1	Planning Board	679	
•	Town Offices & Library	2,033	
1	Police	865	
]	Fire Dept	259	
	Ambulance	240	
	Communications	68	
:	Street Lights	204	
1	DPW	178	
•	Transfer Station	24	
,	COA	45	
]	Parks/Fields	6,269	
1	Unemployment Insurance	2,183	
]	Insurance '	261	\$40,025
			φ+υ,υ25
TOTAL MISCELLANEOU	US	:	\$100,599

INSURANCE & BENEFITS

	Group Insurance	825,269	
	Mitigation	17,650	
	Blanket/Workmen's Comp	140,894	
	Unemployment	7,071	
		-	\$990,884
TOTAL INSURANCE &	BENEFITS	=	<u>\$990,884</u>
PENSIONS			
	County Retirement	652,344	
	· <u>-</u>	-	\$652,344
TOTAL PENSIONS		=	\$652,344
DEBT & INTEREST			
	Retirement of Debt	531,109	
	Interest on Long Term Debt	289,563	
	Interest Short Term	6,088	
		_	\$826,760
TOTAL DEBT & INTER	EEST	=	\$826,760
	Subtotal		\$23,834,177
Transfers (Net)		184,638	
Cash Balance June 30, 20	13	5,810,337	
Warrants Payable FY 201		628,472	
		-	\$6,623,447
	Total	=	\$30,457,624

TAXES

Personal Property			
	Outstanding July 1, 2012	1,874	\$1,874
	Outstanding June 30, 2013	1,874	\$1,874
Personal Property	Outstanding July 1, 2012	330	\$330
	Outstanding June 30, 2013	330	\$330
D 1D 4	TAX-2006		
Personal Property	Outstanding July 1, 2012	256	\$256
	Outstanding June 30, 2013	256	\$256
	TAX-2007		
Personal Property	Outstanding July 1, 2012	326	\$326
	Outstanding June 30, 2013	326	\$326
	TAX-2008		
Personal Property	Outstanding July 1, 2012	257	\$257
	Outstanding June 30, 2013	257	\$257

TAX-2009

Personal Property			
	Outstanding July 1, 2012	244	\$244
	Outstanding June 30, 2013	244	\$244
	TAX-2010		Ψ211
Personal Property	Outstanding July 1, 2012	370	\$370
	Payments to Treasurer	171	
	Outstanding June 30, 2013	199	\$370
Personal Property	TAX-2011		φενσ
	Outstanding July 1, 2012	294	\$294
	Payments to Treasurer	135	
	Outstanding June 30, 2013	159	\$294
Personal Property	TAX-2012		
Tersonal Property	Outstanding July 1, 2012	2,621	\$2,621
	Payments to Treasurer	59	
	Outstanding June 30, 2013	2,562	фа сас
			\$2,621

Real Estate

	Outstanding July 1, 2012	151,520	
			\$151,520
	Payments to Treasurer	149,180	
	Written off by the Treasurer	9	
	Transferred to Tax Title	2,331	
	Outstanding June 30, 2013	<u>-</u> _	
	TAX-2013		\$151,520
Personal Property			
	Commitments	282,279	
	Written off by the Treasurer	5	\$282,284
	Payments to Treasurer	278,680	
	Abatements/Exemptions/Deferrals	15	
	Outstanding June 30, 2013	3,589	
			\$282,284
Real Estate			
	Commitments	21,432,432	
	Written off by the Treasurer	22	\$21,432,454
	Payments to Treasurer	21,300,338	
	Abatements/Exemptions/Deferrals	39,961	
	Transferred to Tax Title	19,944	
	Outstanding June 30, 2013	72,211	
	o and and one over a value		\$21,432,454

MOTOR VEHICLE EXCISE

Outstanding June 30, 2012	8,003	
		\$8,003
Payments to Treasurer	40	
Outstanding June 30, 2013	7,963	
		\$8,003
TAX -	2005	
Outstanding June 30, 2012	2,220	
outstanding state 50, 2012		\$2,220
Outstanding June 30, 2013	2,220	
,		\$2,220
TAV	2007	
TAX -		
Outstanding June 30, 2012	4,723	\$4,723
		Ф ,723
Outstanding June 30, 2013	4,723	\$4,723
		Ψ1,725
TAX -	2007	
Outstanding June 30, 2012	3,806_	
		\$3,806
Payments to Treasurer	<u>31</u>	
Outstanding June 30, 2013	3,775	
		\$3,806
TAX -	2008	
Outstanding June 30, 2012	1,534	
-		\$1,534
Outstanding June 30, 2013	1,534	
		\$1,534

Outstanding June 30, 2012	940	
		\$940
Payments to Treasurer	293	
Outstanding June 30, 2013	647_	
		\$940
TAX - 2010		
Outstanding June 30, 2012 Commitments	2,498	
		\$2,498
Payments to Treasurer	291	
Abatements	116	
Refunds	(116)	
Outstanding June 30, 2013	2,207	
		\$2,498
TAX - 2011		
Outstanding June 30, 2012	7,924	
		\$7,924
Payments to Treasurer	6,014	¥192 2
Abatements	1,499	
Refunds	(885)	
Outstanding June 30, 2013	1,296	
		\$7,924

Outstanding June 30, 2012	31,296	
Commitments	77,446	
Written off by the Treasurer	4_	
		\$108,746
Payments to Treasurer	103,909	
Abatements	4,405	
Refunds	(3,959)	
Outstanding June 30, 2013	4,391	
		\$108,746
TAX - 2013		
Commitments	775,361	
Written off by the Treasurer	6	
		\$775,367
Payments to Treasurer	737,127	
Abatements	10,162	
Refunds	(7,561)	
Outstanding June 30, 2013	35,639	
		\$775,367

SPECIAL REVENUE - SCHOOL LUNCH RECEIPTS

Cash Balance July 1, 2012	69,288	
Lunch Receipts	114,493	
State Reimbursements	15,085	
Warrants Payable FY13	6,006	\$204,872
EXPENDITURES		\$2 04, 072
Salaries & Wages	105,136	
Food & Supplies	38,881	
Cash Balance June 30, 2013	58,501	
Warrants Payable FY 12	2,354	¢204 972
		\$204,872
COMMUNITY PRESERVATION ACT		
CDA Suuchausa 2012		
CPA Surcharge - 2012	1 000	
Outstanding July 1, 2012	1,990	\$1,990
Transferred to Tax Title	36	
Balance June 30, 2013	1,954	
		\$1,990

CPA Surcharge - 2013

Commitments	363,535	
		\$363,535
Payment to Treasurer	357,880	
Abatements/Exemptions	4,654	
Refund	(441)	
Written off by the Treasurer	35	
Transferred to Tax Title	271	
Balance June 30, 2013	1,136	
		\$363,535
CPA Surcharge		
Cash Balance July 1, 2012	629,574	
Receipts (Net of Refunds)	359,320	
State Receipt	96,122	
Interest	1,682	
FY 13 Expenses	(1,500)	
Paid out for Debt Service	(154,960)	
Transferred to CPA Capital Fund	(397,000)	
Transferred from CPA Capital Fund	5,297	
Warrants Payable FY12		
CPA Balance June 30, 2013		\$538,535
Cash Balance June 30, 2013	538,535	\$538,535
		φυυσ,υυσ

CPA Capital Fund

Benfield-Field Design: Balance July 1, 2012 25,000 FY13 Expenses for Benfield-Field Design	FY06 Initiatives:		
FY13 Expenses for Benfield-Field Design Balance June 30, 2013 \$25,000 Benfield-Affordable Housing: Balance July 1, 2012 33,609 FY13 Expenses for Benfield-Affordable Housing (23,125) Balance June 30, 2013 \$10,484 FY07 Initiatives: Bruce Freeman Trail: Balance July 1, 2012 5,888 FY13 Expenses for Bruce Freeman Trail Balance June 30, 2013 \$5,888 FY10 Initiatives: ConsCom Open Space & Recreation Plan: Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan (5,538) Balance June 30, 2013 \$11,072	Benfield-Field Design:		
Balance June 30, 2013 \$25,000 Benfield-Affordable Housing: 33,609 FY13 Expenses for Benfield-Affordable Housing (23,125) Balance June 30, 2013 \$10,484 FY07 Initiatives: \$10,484 Bruce Freeman Trail: \$5,888 Balance July 1, 2012 5,888 FY13 Expenses for Bruce Freeman Trail - Balance June 30, 2013 \$5,888 FY10 Initiatives: \$5,888 ConsCom Open Space & Recreation Plan: \$6,610 FY13 Expenses for ConsCom Open Space & Recreation Plan (5,538) Balance June 30, 2013 \$11,072	Balance July 1, 2012	25,000	
Balance July 1, 2012 33,609 FY13 Expenses for Benfield-Affordable Housing (23,125) Balance June 30, 2013 \$10,484 FY07 Initiatives: Bruce Freeman Trail: Balance July 1, 2012 5,888 FY13 Expenses for Bruce Freeman Trail Balance June 30, 2013 \$5,888 FY10 Initiatives: ConsCom Open Space & Recreation Plan: Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan (5,538) Balance June 30, 2013 \$11,072			\$25,000
FY13 Expenses for Benfield-Affordable Housing Balance June 30, 2013 \$10,484 FY07 Initiatives: Bruce Freeman Trail: Balance July 1, 2012 5,888 FY13 Expenses for Bruce Freeman Trail Balance June 30, 2013 \$5,888 FY10 Initiatives: ConsCom Open Space & Recreation Plan: Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan (5,538) Balance June 30, 2013 \$11,072	Benfield-Affordable Housing:		
Balance June 30, 2013 \$10,484 FY07 Initiatives: Bruce Freeman Trail: Balance July 1, 2012 5,888 FY13 Expenses for Bruce Freeman Trail Balance June 30, 2013 \$5,888 FY10 Initiatives: ConsCom Open Space & Recreation Plan: Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan (5,538) Balance June 30, 2013 \$11,072	Balance July 1, 2012	33,609	
Bruce Freeman Trail: Balance July 1, 2012 5,888 FY13 Expenses for Bruce Freeman Trail		(23,125)	\$10,484
Balance July 1, 2012 FY13 Expenses for Bruce Freeman Trail Balance June 30, 2013 FY10 Initiatives: ConsCom Open Space & Recreation Plan: Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan (5,538) Balance June 30, 2013 \$11,072	FY07 Initiatives:		
FY13 Expenses for Bruce Freeman Trail Balance June 30, 2013 \$5,888 FY10 Initiatives: ConsCom Open Space & Recreation Plan: Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan Balance June 30, 2013 \$11,072	Bruce Freeman Trail:		
Balance June 30, 2013 \$5,888 FY10 Initiatives: ConsCom Open Space & Recreation Plan: Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan (5,538) Balance June 30, 2013 \$11,072	Balance July 1, 2012	5,888	
ConsCom Open Space & Recreation Plan: Balance July 1, 2012 FY13 Expenses for ConsCom Open Space & Recreation Plan Balance June 30, 2013 (5,538) \$11,072	_		\$5,888
Balance July 1, 2012 16,610 FY13 Expenses for ConsCom Open Space & Recreation Plan Balance June 30, 2013 (5,538) \$11,072	FY10 Initiatives:		
FY13 Expenses for ConsCom Open Space & Recreation Plan Balance June 30, 2013 (5,538) \$11,072	ConsCom Open Space & Recreation Plan:		
Balance June 30, 2013 \$11,072	Balance July 1, 2012	16,610	
		(5,538)	\$11,072
	Highland Building Preservation:		
Balance July 1, 2012 55,885		55,885	
FY13 Expenses for Highland Building Preservation (8,232) Balance June 30, 2013 \$47,653		(8,232)	\$47,653

FY12 Initiatives: Restore Bog House: 32,765 Balance July 1, 2012 **FY13 Expenses for Bog House** (27,484)**Transfer to CPA Fund** (5,281)Balance June 30, 2013 \$0 **Trails Improvements:** Balance July 1, 2012 15,000 **FY13** Expenses for Trails Improvements (1,714)Balance June 30, 2013 \$13,286 **FY12 Initiatives: Housing Coordinator:** Balance June 30, 2012 50,000 **FY13 Expenses for Housing Coordinator** (49,984)**Transfer to CPA Fund (16)** Balance June 30, 2013 \$0 **Town Clerk-Preserve Historical Records:** Balance June 30, 2012 2,500 FY13 Expenses for Town Clerk-Preserve Historical Records Balance June 30, 2013 \$2,500 **FY12 Initiatives:** Restore and Preserve the Steeple at First Religious Society: Balance June 30, 2012 47,000

(47,000)

\$0

FY13 Expenses for Restore and Preserve the Steeple at FRS

Balance June 30, 2013

Conservation Restriction at Rachel Elliott Property Balance June 30, 2012 150,000 FY13 Expenses for Conservation Restriction at Rachel Elliott Property (150,000)**\$0** Balance June 30, 2013 **FY13 Initiatives: Conservation Restriction at Rachel Elliott Property Transfer to CPA** Capital 150,000 FY13 Expenses for Conservation Restriction at Rachel Elliott Property (150,000)Balance June 30, 2013 **\$0 Boardwalk Connecting Spaulding Field to the Banta Trail** Transfer to CPA 152,000 **Capital** FY13 for Boardwalk Connecting Spaulding Field to the Banta Trail \$152,000 **Balance June 30, 2013** \$267,883 CPA Capital Balance June 30, 2013 **Warrants Payable FY13** \$3,002 \$270,885 Cash Balance June 30, 2013 270,885 \$270,885 **Affordable Housing Trust Fund FY07 Initiatives: Affordable Accessory Apartment Program:** Balance July 1, 2012 90,000 **FY13** Expenses for Affordable **Accessory Apartment Program** Balance June 30, 2013 \$90,000 **Affordable Housing Trust-Community Housing**

FY13 Expenses for Affordable Housing Trust-Community Housing

26,357

(14,190)

\$12,167

Balance July 1, 2012

Balance June 30, 2013

FY12 Initiatives:

Affordable Housing Trust-Benfield Infrastructure

Balance July 1, 2012	425,000	
FY13 Expenses for Benfield Infrastructure Balance June 30, 2013	(425,000)	\$0
FY13 Initiatives:		
338 Bedford Road (formerly Goff-Moseley Property) Development Transfer from CPA		
Fund	67,500	
FY13 Expenses for 338 Bedford Road Balance June 30, 2013	· -	\$67,500
Banta Davis-Wastewater Treatment tie-in and Traffic Studies Transfer from CPA Fund	27,500	
FY13 Expenses for Banta Davis	-	
Balance June 30, 2013		\$27,500
Affordable Housing Trust Fund Balance June 30, 2013		\$197,167
Earnings on Investments (Inception to Date)		\$8,923
Warrants Payable FY13		\$170,630
		\$376,720
Cash Balance June 30, 2013	376,720	
		\$376,720

Septic Loan Program

Cash Balance June 20, 2012	74,272	
Loans Received from the State	40,000	
Loans to Residents Repaid in Full	48,915	
Received from Residents-Betterment-Principal	8,201	
Received from Residents-Betterment-Interest	2,909	
Received from Residents-Penalties & Interest	73	
Monies Loaned out to Residents	(40,000)	
Paid Off State Loan	(69,891)	
Transferred to General Fund to Pay Off State Loan	(60,109)	4.4-0
		\$4,370
Cash Balance June 30, 2013	4,370	
History of Septic Loans: Inception to June 30, 2013		\$4,370
Loans Received from the State (1st Note \$130,000, 2nd Note \$40,000)	170,000	
Monies Loaned out to Residents	(152,447)	
Installments of Principal, Interest and Penalties Received to Date	28,711	
Lump Sum Loan Balances Repaid upon Sale of Property	88,106	
Paid to the State (1st loan) Cash Balance June 30, 2013	(130,000)	\$4,370
Cash Balance June 30, 2013	4,370	\$4,370

OTHER SPECIAL REVENUE

RECEIPTS

C - 1 1	M 4-
School	Grants

School Grants			
	Teacher Quality	8,138	
	IDEA	143,022	
	Title 1	19,410	
	Sped Early Childhood	8,798	
	Sped Professional Improvement	5,338	
	Early Childhood Professional Improvement	2,500	
			\$187,206
School Other			
	CEF	70,570	
	Educational Use of Bldgs.	12,411	
	Library/Lost Books	503	
	Athletic Account	45,261	
	School Gifts	70,472	
	Music Account	19,562	
	C. S. A.	26,447	
	Preschool Gift	128,840	
	Transportation Fee	48,527	
	Circuit Breaker	101,159	
			\$523,752

Miscellaneous

Polling Hours	2,274
COA State Grant	7,210
Library State Aid	4,452
Cultural Council	3,878
Health 53E1/2	44,245
Stickers 53E 1/2	48,350
Recreation "D"	115,046
Planning Bd "G"	17,048
Conscom Intents	2,485
Cemetery Lots	2,500
Insurance Refunds	7,565
Police NewVest Grant	700
Library Gifts	100
Library Gifts (Transfer from Library Sunday Hours)	541
Conservation Gifts	590
Fire Department Gifts	1,300
Trail Maps	1,770
Roadway Reconstruction	336,837
Youth 53E 1/2	12,211
Ambulance Receipts	87,415
Pathways-Gifts	12
Town Gifts	67,749
Elderly/Disabled Aid	3,858
Zoning Board of Appeals 53 G	1,900
Historical 53E 1/2	

		1,073	
	Library-Mini Grant	6,246	
	Building 53E 1/2	165,879	
	COA-Mini Grant	4,000	
	COA 53E 1/2	17,380	
	Center Park Gifts	8,997	
	Conscom 53G	4	
	911 Grants	1,492	
	Tick Talk Grant	4,956	
	Public Health Grants	558	
	LRTA (Lowell Regional Transit Authority)	23,096	
	Carlisle Community Chorus Gifts	5,379	
	Friends of COA Grant	16,383	
	EMPG Grant	1,933	
	Solarize MA Grant	2,500	44.020.02
			\$1,030,032
Warrants Payable FY 20			\$121,198
Cash Balance July 1, 201	Total	- -	\$857,713 \$2,719,901
	EXPENDITURES		
School Grants			
	Teacher Quality	8,138	
	IDEA	143,022	
	Title 1	19,410	
	Sped Early Childhood	8,798	
	Sped Professional Improvement	4,882	

Early Childhood Professional Improvement

5,273

Ed Jobs

	-	2,500	\$192,023
School Other			
	CEF	62,483	
	Educational Use of Bldg.	16,433	
	Library/Lost Books	414	
	Athletic Account	45,341	
	School Gifts	98,012	
	Music Acct	27,598	
	CSA	25,118	
	Preschool Gift	85,814	
	Transportation	43,517	
	Circuit Breaker	124,033	Φ 530 5 63
Miscellaneous			\$528,763
	Polling Hours	2,274	
	COA State Grant	7,210	
	Library State Aid	35	
	Arts Council	5,046	
	Veterans	1,677	
	Health 53E1/2	40,348	
	Stickers 53E 1/2	32,153	
	Recreation "D"	101,456	
	Planning Bd "G"	6,836	
	Cemetery Lots	1,953	
	Insurance Refunds	7,565	
	Community Policing	3,098	
	Conservation Gifts Police Gifts	81	

	285
Fire Gifts	865
Recreation Gifts	1,114
Trail Maps	200
Civil Defense	1,000
Roadway Reconstruction	202,382
Youth Commission	8,903
Ambulance Receipts (Transfer to General Fund)	41,000
Town Gifts	47,742
Aid to Elderly	1,500
Zoning Board 53G	1,900
Peer Assistant Grant	187
Historical 53E 1/2	120
Foss Farm/Garden Plots 53E 1/2	1,501
Library-Mini Grants	6,687
Building 53E 1/2	90,476
COA-Mini-Grant	4,400
COA 53E 1/2	16,635
Center Park Gifts	8,441
911 Grants	26,129
Tick Talk Grant	4,956
School Building Com Gifts (Transfer to Capital Fund)	78
Title 5 Grant	629
Public Heath Grants	795
LRTA (Lowell Regional Transit Authority)	23,096
Library Sunday Hours Gifts (Transfer to Library Gifts)	541

	Carlisle Community Chorus Gifts	5,701	
	Friends of COA Grant	16,536	
	Federal Grant-Library-STEM	5,834	
	DEA Forfeiture	330	
	Green Community Grant	136,035	
	EMPG Grant	1,933	
			\$867,663
Warrants Payable FY 2012	2		\$68,949
Cash Balance June 30, 201	3	_	\$1,062,503
	Total	_	\$2,719,901
	AGENCY FUNDS		
	RECEIPTS		
Cash Balance July 1, 2012		50,099	
Police Special Detail		79,281	
Meals Tax		310	
Student Activity Account		4,665	
Firearm Licenses		6,738	
Warrants Payable FY 2013	3	7,147	
			\$148,240
	EXPENDITURES		
Police Special Detail		83,470	
Meals Tax		299	
Student Activity Account		2,030	
Firearm Licenses		6,738	
Warrants Payable FY 2012	2	4,923	
Cash Balance June 30, 201	3	50,780	

CAPITAL FUNDS

RECEIPTS

Cash Balance July 1, 2012	3,777,773	
Received from the State	1,236,391	
BANS Received	1,200,000	
Bonds Proceeds	13,854,000	
Transferred from Special Revenue Acct-School Building Committee Gifts	78	
Transferred from General Fund (Pay Downs of BANs)	24,400	
Transferred from General Fund (From Free Cash for 338 Bedford Rd Land Purchase)	190,000	
Warrants Payable FY 2013	406,950	φ 2 0 <00 5 02
		\$20,689,592
EXPENDITURES		
Warrants Payable FY2012	633,589	
BANS Paid	13,436,000	
338 Bedford Rd Land Purchase	590,000	
School BldgDesign & Construction	4,770,232	
Cash Balance June 30, 2013	1,259,771	¢20 690 502
		\$20,689,592

TRUST & INVESTMENT FUNDS

INVESTMENT FUNDS

STABILIZATION FUND

Balance July 1, 2012	1,061,051	
Transferred to Stabilization Fund from General Fund	75,000	
Interest	2,303	
		\$1,138,354
Transferred to General Fund	14,945	
Balance June 30, 2013	1,123,409	
		\$1,138,354
CONSERVATION FUND		
Balance July 1, 2012	137,852	
Interest	284	\$138,136
		. ,
Expended	72,400	
Balance June 30, 2013	65,736	
		\$138,136
PERPETUAL CARE FUND		
Balance July 1, 2012	141,107	
Contributions Received	2,500	
Interest & Investment Income	5,263	
		\$148,870
Expended	100	
Balance June 30, 2013	148,770	\$148,870
		Ψ -10,0 70

TRUST FUNDS

GLEASON SILENT POOR FUND

Balance July 1, 2012	9,601	
Interest & Investment Income	360	\$9,961
		φ2,201
Balance June 30, 2013	9,961	\$9,961
SIMON BLOOD SCHOOL FUND		¥2,92 \ _
Balance July 1, 2012	3,503	
Interest & Investment Income	131_	\$2 <i>6</i> 24
Balance June 30, 2013	3,634	\$3,634
Butunee Guile 50, 2015		\$3,634
GLEASON TOWN CLOCK FUND		
Balance July 1, 2012	1,439	
Interest & Investment Income	54	\$1,493
Balance June 30, 2013	1,493	φ1,4/3
		\$1,493
SELINA G. RICHARDSON LIBRARY FUND		
Balance July 1, 2012	1,031	
Interest & Investment Income	39	¢1 070
Balance June 30, 2013	1,070	\$1,070
Duminet Guile 50, 2015		\$1,070

MARY A. HEALD WORTHY POOR FUND

Balance July 1, 2012	413	
Interest & Investment Income	15_	
		\$428
Balance June 30, 2013	428	\$428
WILLIAM H. LITCHFIELD CEMETERY FUND		ψ120
Balance July 1, 2012	2,617	
Interest & Investment Income	98	
		\$2,715
Balance June 30, 2013	2,715	\$2,715
		φ 2 ,/13
THOMAS A. & MARY GREEN CEMETERY FUND		
Balance July 1, 2012	5,191	
Interest & Investment Income	194	
		\$5,385
Balance June 30, 2013	5,385	\$5,385
THOMAS A. GREEN PUBLIC GROUNDS FUNDS		φ5,565
Balance July 1, 2012	2,078	
Interest & Investment Income	78	
		\$2,156
Balance June 30, 2013	2,156	\$2,156
		φ4,150

THOMAS A. GREEN SIDEWALK & TREE FUND

Balance July 1, 2012	6,471	
Interest & Investment Income	243	Φ < ■1 4
Balance June 30, 2013	6,714	\$6,714 \$6,714
MARY A. GREEN LIBRARY FUND		
Balance July 1, 2012	1,031	
Interest & Investment Income	39	
		\$1,070
Balance June 30, 2013	1,070	\$1,070
FRED E. & RUTH M. ROBBINS FUND		Ψ1,070
Balance July 1, 2012	48,294	
Interest & Investment Income	1,810	\$50,104
Balance June 30, 2013	50,104	\$50,104
		\$50,104
CAROLINE E. HILL LEGACY		
Balance July 1, 2012	197,266	
Contributions Received	2,355	
Interest & Investment Income	7,548	
		\$207,169
Expended	8,900	
Balance June 30, 2013	198,269	
		\$207,169

ALVIN R. TITUS SCHOLARSHIP FUND

Balance July 1, 2012	12,802	
Interest & Investment Income	480	
		\$13,282
Balance June 30, 2013	13,282	¢12 202
		\$13,282
MELONE LIBRARY FUND		
Balance July 1, 2012	259,945	
Interest & Investment Income	9,748	
		\$269,693
Balance June 30, 2013	269,693	
		\$269,693
DONALD A. LAPHAM SCHOLARSHIP FUND		
Balance July 1, 2012	33,730	
Interest & Investment Income	1,264	
		\$34,994
Balance June 30, 2013	34,994	
2	.,,,,,,	\$34,994
HOLLIS TRUST FUND		
Balance July 1, 2013	145,833	
Interest & Investment Income	5,469	
		\$151,302
Balance June 30, 2013	151,302	
		\$151,302

VIVIAN CHAPUT MEMORIAL FUND

Balance July 1, 2012	2,524	
Interest & Investment Income	95	
		\$2,619
Balance June 30, 2013	2,619	
		\$2,619

TOWN OF CARLISLE COMBINED BALANCE SHEET

JUNE 30, 2013

				Fiduciary	Account	
	Governmental Fu	ınd Types		Fund Types	Group	
		Special	Capital	Trust and	General Long-Term	Total
ASSETS AND OTHER DEBITS	General	Revenue	Projects	Agency	Obligations	
Cash and short-term investments	\$5,810,334	\$2,040,629	\$1,530,657	\$2,144,087	0	\$11,525,706
Receivables, net of allowance for uncollectibles:						
Real estate and personal property taxes	82,007	0	0	0	0	82,007
Allowance for abatements	-139,809	0	0	0	0	-139,809
Tax title	60,383	758	0	0	0	61,141
Motor vehicle excise	64,394	0	0	0	0	64,394
Tax deferrals	53,043	0	0	0	0	53,043
Tax possessions	74,614	0	0	0	0	74,614
Betterments	0	45,700	0	0	0	45,700
Community preservation act	0	1,136	0	0	0	1,136
Notes Receivable	0	425,000	0	0	0	425,000
Police Special Duty Receivable	0	0	0	18,160	0	18,160
Amounts to be provided for						
retirement of long-term obligations	0	0	0	0	17,169,000	17,169,000
TOTAL ASSETS AND OTHER DEBITS	\$6,004,966	\$2,513,223	\$1,530,657	\$2,162,247	\$17,169,000	\$29,380,093

LIABILITIES AND FUND EQUITY

LIABILITIES:						
Warrants payable	1,033,912	297,307	409,952	500	0	1,741,671
BAN Payable	0	0	1,200,000	0	0	1,200,000
Accrued School Payroll & Expenses	489,531	529	0	0	0	490,060
Abandoned property	51,542	0	0	0	0	51,542
Liabilities due depositors	0	0	0	68,941	0	68,941
Deferred revenue	194,632	472,594	0	0	0	667,226
Bonds and notes payable	0	0	0	0	17,169,000	17,169,000
TOTAL LIABILITIES	\$1,769,617	\$770,429	\$1,609,952	\$69,441	\$17,169,000	\$21,388,439
FUND EQUITY:						
Fund balances:						
Reserved for:						
Encumbrances	55,095	0	0	0	0	55,095
Designated for continuing appropriations	319,019	0	0	0	0	319,019
Amortization of Bond Premium	551,514	0	0	0	0	551,514
Debt Service-MSBA	0	0	0	0	0	0
CPA Historical	0	53,379	0	0	0	53,379
CPA Community Housing	0	197,065	0	0	0	197,065
Unreserved:						
Designated for subsequent year's expenditures	465,000	0	0	0	0	465,000
Undesignated	2,844,721	1,492,349	-79,295	2,092,807	0	6,350,581
TOTAL FUND EQUITY	\$4,235,349	\$1,742,793	-\$79,295	\$2,092,807	0	\$7,991,654
TOTAL LIABILITIES AND FUND EQUITY	\$6,004,966	\$2,513,223	\$1,530,657	\$2,162,247	\$17,169,000	\$29,380,093

TOWN TREASURER

The following is a summary of the financial records and balances of the Town Treasurer for the Fiscal Year ending June 30, 2013:

CASH BALANCE

Cash Balance, June 30, 2012 Receipts, July 1, 2012 - June 30, 2013 Disbursements, July 1, 2012 - June 30, 2013 Cash Balance, June 30, 2013	\$ 13,325,805.96 44,073,603.90 (45,873,703.93) \$ 11,525,705.93
ACCOUNT BALANCES	
Interest Bearing Accounts:	
Eastern Bank	\$ 2,156,861.89
Enterprise Bank and Trust Co.	5,094,575.13
UniBank for Savings	1,042,294.85
Mass. Municipal Depository Trust	295,014.18
Total Interest Bearing Accounts	\$ 8,588,746.05
Combined Investments Funds:	
Eastern Bank	\$ 562,433.44
Total Combined Investment Funds	\$ 562,433.44
Trust Funds:	
Eastern Bank	\$ 1,185,381.21
Mass. Municipal Depository Trust	1,189,145.23
Total Trust Funds	\$ 2,374,526.44
TOTAL CASH AND INVESTMENTS	\$11,525,705.93

TAX COLLECTOR

Schedule of Outstanding Receivables As of June 30, 2013

Real Estate & CPA Taxes	ф П О 24 П 66
Levy of 2013, including Community	\$73,347.66
Preservation Act	0.00
Levy of 2012, including Community Preservation Act	0.00
Levy of 2011, including Community	0.00
Preservation Act	0.00
Levy of 2010, including Community	0.00
Preservation Act	0.00
Prior Years	0.00
Total Real Estate & CPA Taxes	\$ 73,347.66
10th 10th 25th 00 0111 1 th 00	Ψ 70,017.00
Personal Property Taxes	
Levy of 2013	\$ 3,589.04
Levy of 2012	2,561.52
Levy of 2011	158.77
Levy of 2010	199.41
Prior Years	 3,287.14
Total Personal Property Taxes	\$ 9,795.88
<u>Deferred Property Taxes</u>	\$ 53,043.20
Taxes in Litigation	\$ 0.00
Motor Vehicle Excise Taxes	
Levy of 2013	\$ 35,638.68
Levy of 2012	4,390.88
Levy of 2011	1,295.91
Levy of 2010	2,207.36
Prior Years	 20,861.22
Total Motor Vehicle Excise Taxes	\$ 64,394.05
Tax Liens / Tax Title	
Levy, including Community Preservation Act	\$ 61,141.06
Total Liens / Tax Title	\$ 61,141.06
Tax Foreclosures / Tax Possessions	\$ 74,613.51

BOARD OF ASSESSORS

The Board of Assessors operates under the authority of Massachusetts General Laws and the Department of Revenue. In Carlisle, the Board of Assessors consists of three members who are elected to three-year terms. The Assessors' primary duty is to value all real estate and personal property in the town that is subject to taxation. The Board is to assess all properties at their full and fair market value as of January 1st proceeding each fiscal year.

Assessors are required to submit these values to the Commonwealth of Massachusetts Department of Revenue for certification every three years. In the years between certifications, assessors must also maintain values. The assessors review sales and the market activity every year and thereby monitor values each year. This is done so that the property taxpayer pays his or her fair share of the cost of local government.

Under Proposition 2 ½, Massachusetts' cities and towns are limited in the total property taxes that can be collected from one year to the next. Tax revenues cannot exceed 2 ½ percent of the prior year's allowable levy, with exceptions for revenue derived from new construction (New Growth), and citizen override elections.

The Board reported \$12,915,989 in new growth valuation to the Department of Revenue, which was certified during the fiscal year 2014 tax rate setting process. The tax rate in the Town increased from \$17.68 to \$18.64 for fiscal year 2014. The Town has a total assessed valuation of \$1,238,921,992 which includes exempt properties.

Below is a chart listing the Fiscal Year 2014 breakdown by Property Class:

Property Class	Parcel Count by	Total Value by	Tax Rate per	Total Tax by Class	% of Levy by
	<u>Class</u>	<u>Class</u>	<u>\$1,000</u>		<u>Class</u>
Residential	1907	\$1,215,263,695	\$18.64	\$22,652,515.27	98.0904%
Open Space	-	-	0.00	-	0.00%
Commercial	92	6,840,481	18.64	127,506.57	0.5521%
Industrial	2	1,167,200	18.64	21,756.61	0.0942%
Personal Property	89	15,650,616	18.64	291,727.48	1.2633%
Exempt		68,417,500	0.00	0	0.00%
Totals:	2090	\$1,238,921,992		\$23,093,505.93	<u>100.00%</u>

The Board received 48 applications for abatement during the appeal period for FY 2013.

Assessors are elected (in Carlisle) or appointed locally in Massachusetts's cities and towns. Massachusetts State Law requires assessors to list and value all real and personal property. The valuations are subject to "ad valorem" basis for taxation, which means that all property should be taxed "according to value". Assessed values in Massachusetts are based on "full and fair cash value" or 100 percent of fair market value.

Assessors do not make the laws that affect property owners. Our Massachusetts Legislators enact tax laws. The Department of Revenue establishes various guidelines and regulations to

implement the legislation. The assessors, in short, follow the procedures established by others to set the value of property. Market Value is actually set by buyers and sellers as they establish the worth of comparable properties through their transactions in the real estate marketplace. The Assessors also do not determine taxes. The Town itself determines the level of property taxation through its town meeting by voting on total spending for the Fiscal Year. Whether assessments increase or decrease, tax rates are adjusted annually to raise the revenue required to fund local government operations.

Michael Coscia, Chairman James Marchant Kenneth Mostello

PERSONNEL BOARD

During 2013, the Personnel Board requested and received funding at Town Meeting for an update to the Compensation and Classification Plan for the town's non-unionized employees. The Board created a request for proposal, solicited bids, and selected a company to work with the board to update the current plan, which was originally created in 2000. Town employees were interviewed and provided input on their current responsibilities, in order to revise job descriptions.

The Board conducted a preliminary review of wage adjustments and other economic indicators in order to prepare a recommendation regarding salaries, which will be incorporated in the revision of the Compensation and Classification Plan.

Our thanks go to the Town Administrator and all the Town employees who have helped with our projects during the year.

Members: Diane Makovsky, Chair Mark Hersey Jo-Ann Driscoll

HEALTH and REGULATORY SERVICES

BOARD OF HEALTH

The Carlisle Board of Health is pleased to present this 2013 Annual Report. Our mission is to promote and protect public health and ensure safety of the environment. The Board is committed to strengthening the community through prevention of disease, promotion of healthy behaviors and protection of natural resources to support healthy life styles.

2013 Board of Health (BOH) members were Jeffrey Brem, William Risso, Catherine Galligan, Donna Margolies and Vallabh Sarma. Members serve three year elected terms. Jeff Brem resigned in December just prior to his term end to pursue a private development project. His many years of engineering advice as a Board member and involvement with land use committees are greatly appreciated. Incumbents Risso and Galligan were elected for second terms. The Health Department is staffed by Health Agent Linda Fantasia and Administrative Assistant Bobby Lyman. The Board is also well served by Animal Inspectors Larry Sorli and Deb Toher, Well Inspector Ralph Metivier, and volunteers Judy Hodges and Ed Fields. BOH consultants include Rob Frado (Technical Consulting Group), Randy Phelps (Phelps Food Service), Kevin Sweet (Public Protection Specialists) and Emerson Home Care. The Board also has a very active Lyme Disease Subcommittee whose members include Jean Barry, MD (chairman); Donna Margolies, RN; Lincoln Pinsky, MD; Natalia Evgenov MD; and Lee Tatistcheff, Conservation Commissioner; and a Water Quality Subcommittee (WQS) consisting of Steve Hinton, Tony Mariano, Sr. and Tony Mariano, Jr.

The Board's authority to enforce laws and regulations that protect health is derived from Massachusetts General Laws Ch. 111 Sect. 31. By statute the Board is responsible for monitoring the health of the community, informing and educating residents about health issues, and developing policies and plans that support community health.

Major activities of the Board in 2013 included permitting the septic system for the Benfield Farms Development, educating residents on tick-borne illnesses, promoting smoke-free housing, informing seniors on the dangers of medical oxygen and smoking, advocating for teen worker safety, organizing shelters and working with the Local Emergency Planning Committee. The Board also undertook a comprehensive review of its permit fee structure and a major revision of local septic regulations.

Highlights in 2013 included:

- The <u>short public service film</u> "How to do a Tick Check" was produced for the BOH by Sam Kruger under a grant from the Community Health Network Alliance (CHNA15) and funded by Lahey Clinic. The video resides on the Board's YouTube site and is widely utilized locally and by other communities, school departments and organizations.
- A well-attended talk was held in April on "<u>The Ecology and Management of Tick-Borne Diseases</u>" by Dr. Sam Telford, a prominent Tufts University tick researcher.
- The Board was instrumental in organizing the <u>Middlesex Tick Task Force</u>, a 12 town collaboration of health departments to increase awareness on tick borne illnesses among residents, promote inter-town collaboration, and pressure state and federal health agencies to address this health crisis.
- Community Health Network Area (CHNA) funding was award to the BOH to create tick signage for trails, landscaping brochures and a traveling display.

- A Wellness Grant funded a consultant who developed <u>resource materials and a community based program to address tobacco-free multi-unit housing.</u>
- The Wellness grant was complemented by a fall 2013 <u>clerkship consisting of medical students</u> from the University of Massachusetts Medical and Graduate Nursing Schools. The students researched the <u>dangers of smoking and fires in the presence of medical oxygen</u> and created website resources and a cable TV program to educate residents. This was the second year that the Board sponsored the clerkship and looks forward to continuing its relationship with the school.
- The Board also hosted a Boston University School of Public Health intern who conducted targeted outreach to parents and teens on "<u>Teen Worker Safety</u>" by creating website resources and educational materials.

Information on all of the topics was made available on the Board's website, in the office and at its Old Home Day Booth. The Board continues to stress to residents that many diseases and injuries, including tick borne illnesses, smoking related fires and deaths, and work injuries are preventable.

The Board sponsored a multi-town Rabies clinic and is very grateful to resident Tiffany Rule, DVM and the staff from Countryside Veterinarian Hospital. Potential rabies exposure cases are investigated by the Board and sometimes require wildlife to be submitted to the MA Department of Public Health for testing. Six animals were submitted, with one positive result in a raccoon. Seven dog bites were reported and one dangerous dog complaint was received. In addition to Rabies Control, the Board supervised state-mandated annual fall barn inspections. Inspectors Larry Sorli and Deb Toher conducted 80 inspections which went very well. Carlisle animals are healthy and well cared for. The Board also dealt with one local manure complaint and issued two Emergency Beaver Permits for Great Brook State Park. The Board thanks the Carlisle Police Department, Dog Officer, Animal Inspectors and Countryside Hospital for their continued assistance with animal related issues.

The Board received one TB Suspect Case notification which was referred to Emerson Home Care, the Board's nursing services contractor. No additional follow up was required. Three Sanitary Code complaints were filed with the Board and all three were satisfactorily resolved without enforcement actions being required.

The Board plays an active role as one of 34 towns in Public Health Region 4A and continues to receive local funding to support emergency planning. In June, staff attended a regional exercise on mass vaccination. The Board exercises its local dispensing plan during its annual flu clinic for seniors held each fall. Emergency dispensing plans were audited in 2013 and received high scores. As a member of the Local Emergency Planning Committee the Board is involved in shelter planning. The Board was prepared to open a local shelter during the February 2013 blizzard, but it was not required. In fall 2013 the Board strategized with the town's Emergency Director, David Flannery, on creating a local shelter subcommittee to assist with shelter planning and volunteer management.

Spring and summer activities for the Board included licensing and inspecting a local soccer camp, permitting the Summer Farmer's Market, conducting 4 residential kitchen inspections for the market, monitoring operations of the town's two ice cream stands, and approving a new irrigation well for the Foss Farm community gardens. The annual Hazardous Waste

Collection was held in May and for the first time the Board collected medical needles and sharps for disposal since they can no longer be discarded in the municipal waste stream. The Board has sharps disposal containers available for purchase at town hall. The Board and staff also attended trainings on how to regulate the dispensing of medical marijuana, a 2012 ballot initiative. Board member Donna Margolies, R.N., was appointed by the Selectmen to a subcommittee to study the issue following a one year town meeting approved moratorium.

Septic system permitting saw a decrease in early 2013, mainly due to a slow economy. The Board continued administering the Community Septic Loan Program, approving one loan to replace a failed system. The Board's consultant Rob Frado gave a talk on septic maintenance and filmed a Council on Aging cable TV interview along with Chairman Jeff Brem. In August the state modified the requirements for Alternative Technology systems approved for general use, placing more responsibilities on local Boards of Health. The Board also approved a plan to replace the septic tank and pump chamber at the Library following a component failure the previous year. The Board agreed to extend the permit until 2014 to allow sufficient time to secure funding and a contractor.

The Board and its Well and Pump Inspector Ralph Metivier issued 23 domestic well permits and two geothermal well permits. There are now 12 permitted geothermal wells in town. These wells are becoming popular as a result of new technology, the state's streamlined permitting process, and tax credits. The Board is the local approving authority for geothermal wells.

In the spring the Board undertook a major revision of its local Sewage Disposal Supplementary Regulations for new construction. Spring high water testing was replaced by deep hole and percolation tests using soil evaluation, which can be done at any time of the year. The Board also modified the required inspections and plan specifications in an effort to streamline the permitting process while still guaranteeing environmentally safe systems. This was the first time since 2008 that the regulations had been changed.

2013 saw the construction start on the long awaited Benfield Farms Development of 26 senior units. The 3,900 gallon per day design flow septic system consists of two alternative technologies, a Perc-Rite Drip Dispersal system for the leaching field and a Bio-Microbics FAST pre-treatment system. The use of the alternative systems helped to maintain the integrity of the natural landscaping over the leaching area. A system of groundwater monitoring wells, operation and maintenance requirements, and a financial guaranty will assure the dependability of the waste water treatment for the development. Inspections began in July and continued until the winter shut down. Full operation of the system is expected in early 2014. The water supply for the development is a Public Water Supply permitted by the state. The Board was notified of the progress of this well.

The beginning of 2013 found the Board's 53E½ local revolving account (fees collected for engineering, consulting and inspectional services) precipitously low. In order to guarantee short term functioning, the Finance Committee approved a transfer of \$4500 from the Reserve Fund to the BOH engineering line item in the operating account. Board members Catherine Galligan and Vallabh Sarma undertook an extensive review of services, costs, and the regulations that drive certain fees. The analysis showed that septic permit fees established in 2008 when engineering rates were significantly lower were now covering engineering

services delivered at 2013 rates. A slow economy and the state's permit extension act that added four years to existing permits meant that a number of systems approved much earlier sat unbuilt until 2013 and later. In addition, complex alternative technologies were becoming more common and required more engineering time. The Board aggressively curtailed expenditures, including taking in-house some duties previously handled by the Board's engineering consultant. The consultant also took steps to reduce his overhead, resulting in a net reduction of his cost. One efficiency for example, was electronic submission of plans to reduce the number of paper copies. Galligan's and Sarma's analysis informed the revision of fees and addition of new fees (transfer of ownership, Title 5 Inspection reviews, and variance hearings) similar to those in other towns, all of which were reviewed at public hearings. At the end of 2013 the revolving account had a healthy balance. The Board is grateful to the Finance Committee for their support as $53E^{1/2}$ issues were being resolved.

Late fall saw an uptick in building and a consequent increase in the number of septic installation starts. Many builders were new to Carlisle and were caught unaware of the winter shut down for septic installations from December through February. Rather than put the burden of delay on new homeowners, the Board worked with the installers to meet contractual deadlines. Ten systems were allowed to continue work and all received their Certificates of Compliance. Additional engineering costs due to winter weather conditions were borne by applicants, not the town.

Summary of the Board of Health Finances FY13

Revenue

The Board's FY13 original operating budget was \$82148.00. A Reserve Transfer of \$4500 was added to the engineering line item, for a Supplementary Appropriation of \$86648.00. At the end of FY 13 the operating account had a balance of \$41.14 which was returned to the General Fund. The Board also generated \$6057.27 in licensing fees and \$260.00 in Title 5 Inspection Fees which were returned to the General Fund

Expenses

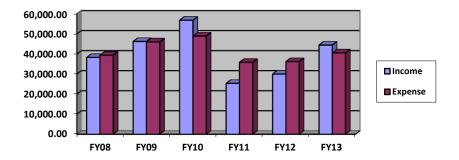
The Board met all of its operating costs through internal efficiencies and an offset of \$772.77 in wages through an outside grant.

53 E ½ Revolving Account)

The Revolving Account beginning balance was \$12,421.55 with an ending balance of \$16,319.08. Income was \$44,505.00 and expenses were \$40,607.47. This account reflects ongoing engineering, consulting and inspectional services paid for through fees collected.

Table A. income and expenses for the $53E^{1/2}$ account (six years)

53E 1/2	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013
Income	38,330.00	46,305.00	56,924.00	25,402.00	30,055.00	44,505.00
Expense	39,452.00	46,090.00	49,009.00	35,884.00	36,270.00	40,607.00



Prepaid Obligations (engineering, well, barn and food establishment permit fees)

The Board has open encumbrances for a number of older septic permits. Currently there are 58 properties that have approved permits and are in various stages of construction. An additional 12 properties are pending approval. Under the revised fee structure, the Board developed a way of managing these permits whereby old obligations receive partial financial credit for prepaid activities. Once a permit expires, it no longer carries a credit and the septic plan must be reapproved at the current fee.

Expenses paid out of the 53E½ account include seven hours per week of the Administrative Assistant's wages for managing the clerical and reporting duties associated with the inspections. In 2013, \$1975 was paid to the Animal Inspectors for Barn Inspections. The Well Inspector receives \$75 out of every \$100 collected. In FY 13 he was paid \$2325. In FY 13 food inspections cost \$1035 (including non-profit organizations which were not charged a fee). Food inspection fees were increased in December of 2013 to reflect actual cost of services and the Board's operating account covered non-profits.

Community Septic Loan Program (CSLP):

The Town was approved for an additional \$200,000 from the State Revolving Fund administered by the Massachusetts Department of Environment Protection to continue the loan program. In 2013 one loan in the amount of \$40,000 was drawn from this account and processed as a betterment against the property. No other applications were received.

Grant Revenue

Septic Loan Program – An administrative grant was awarded in 2009 to offset legal, auditing, and administrative expenses incurred in managing the loan program. The 2013 beginning year balance was \$1516.36. The account was debited \$335.83 for wages and \$293.60 for engineering assistance, yielding a FY ending balance of \$886.93

Public Health Emergency Preparedness (PHEP) – The Board received \$4422.37 in PHEP funding. Funds were used to purchase supplies and equipment to support emergency preparedness planning including one-half the cost (\$1500) of the town's Blackboard Connect emergency notification system, cell phone service, a laptop and software, shelter signs, a mobile storage rack and Emergency Handbook template.

Community Transformation Wellness Grant – The Board received \$5990 for a consultant to develop a program to increase tobacco free housing in town.

Community Health Network Alliance (CHNA) – the Board shared a \$6000 mini-grant with Bedford, Weston, Acton and Concord to develop targeted educational materials on prevention of tick borne illnesses.

Local Public Health Mini-Grant - \$500 was awarded for the project "Protecting Teen Workers".

In-kind services - the BOH received in-kind services conservatively valued at \$2425.00 for services provided by students at the Boston University School of Public Health and UMass Medical School. The interns' deliverables included Carlisle health statistics, teen worker safety resources, and fire prevention educational materials related to use of medical oxygen.

POTENTIAL BUDGET IMPACTS

Delivery of Services –The Board of Health has been very successful in meeting this deliverable through efficiencies in time, efforts and outside resources such as grants and volunteer services that do not affect the tax rate.

CONCLUSION

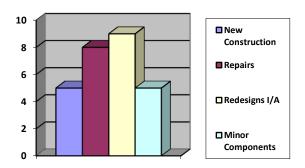
In addition to its role as the local approving authority for septic, well and food establishment permits, the Board of Health constantly strives to make Carlisle a healthier place to live by identifying and removing barriers to good health. With limited resources, the Board is always looking for community and neighboring collaborators to achieve this goal. The Board is very grateful for the many volunteers and town officials who have supported its activities throughout the years.

William Risso, Chairman Donna Margolies, Vice-Chairman Catherine Galligan, Treasurer Jeffrey Brem Vallabh Sarma

BOARD OF HEALTH 2013 ANNUAL STATISTICS

Septic Plan Allocations - 27 Septic Systems

5 New, 8 Repair, 9 Redesign, 5 Minor Components



Title 5 Inspections: 84 inspections, 89% pass rate Pass-61, Conditional Pass-14, Failed-9

General Statistics

Licenses Issued	44
Septage Haulers	14
Water System Installers	5
Septic System Installers	25
Hazardous Waste Collected	89
Full Load	27
Half Load	62
Sharps Containers	13
Reportable Diseases	
Lyme - Suspect	17
Babesiosis - Confirmed	3
Anaplasmosis - Confirmed	1
TB follow up	1
Campylobacter	
Senior Flu Clinic	100
Barn Inspections	80
Rabies Clinic (19 dogs/ 10	29
cats)	
Animals Tested (cats, bats,	6
raccoons)	
Animal Bites reported	7
Well Permits & Repairs	23
Ground Source Heat Pumps	2
Camp Inspections	1

Food Establishments	11
Churches (3), School (1)	4
Residential Kitchens	4
Farmers Market (Summer)	1
Retail	1
Ice Cream Stands	2
One Day Food Permits:	7
Strawberry Festival	
Memorial Day Lunch	
Harvest Fair	
Greens Sale	
Pancake Breakfast	
6 th Grade Spaghetti Supper	
Catarina Paguasta	1
Catering Requests	1

Lyme Disease Subcommittee

The Lyme Disease Subcommittee is pleased to present its first Annual Report to the town. The mission of the subcommittee is to investigate tick borne illness (TBI) in the community. Its goals are informing citizens about the importance of prevention, early diagnosis, and treatment and testing; distributing educational materials through the schools, library and media; partnering with other communities to leverage outreach work.

In April 2013, the subcommittee co-sponsored a "Tick Talk" at the First Religious Society, featuring Sam Telford III from Tufts School of Veterinary Medicine, which had a very robust attendance and positive feedback from residents. With funds from a CHNA 15 grant, the Carlisle Board of Health and the Lyme Disease Subcommittee created a video "How to Prevent Tick Bites", which has been viewed on YouTube, the Board of Health website, CCTV, the Carlisle Public Schools, and local scout groups, and has been shared with surrounding towns. During the Old Home Day celebration in June of 2013, the subcommittee hosted a booth which provided educational material regarding TBI, tick bite prevention, tick identification and landscaping strategies for homeowners. Signs have also been posted near trailheads at town lands and the Great Brook Farm State Park, reminding visitors of the ongoing risk of tick exposure in these areas.

Over the past year, the subcommittee has partnered with a larger consortium of town representatives in a recently formed Middlesex Tick Task Force, which has been working to create literature and signage related to ticks and tick borne illnesses, schedule a panel discussion for local towns in April 2014, and apply for a grant to fund a novel tick tracking study evaluating ticks found attached to humans for TBI.

In an attempt to improve the accuracy of TBI reporting in Carlisle, the subcommittee has begun a tracking program looking at individual cases of residents (with documented laboratory confirmed TBI) and matching these with the state's information with the goal of rectifying any lapses in documentation and communication from doctor's offices, laboratories and the state epidemiologist.

Jean Barry, MD Lincoln Pinsky, MD Donna Margolies, RN Natalia Evgenov Lee Tatistcheff

BUILDING COMMISSIONER

During the period January 1, 2013 through December 31, 201, 221 building permits were issued as follows, and \$114,774.14 collected in fees, which were turned over to the Town Treasurer. The Building Inspector addressed 0 zoning issues and complaints.

Number of Permits

19	New Dwellings
11	Additions
114	Alterations
3	Garages
1	Porches / Deck
2	Barns
7	Sheds
6	Woodstoves
1	Pools
0	Pool Houses
30	Roofs

INSPECTOR OF WIRES

During the period January 1, 2013 through December 31, 2013, 234 electrical permits were issued and \$17,927.50 collected in fees and turned over the Town Treasurer.

PLUMBING INSPECTOR

During the period January 1, 2013 through December 31, 2013, 111 plumbing permits were issued and \$8,047.50 collected in fees, which were turned over to the Town Treasurer.

GAS INSPECTOR

During the period January 1, 2013 through December 31, 2013, 136 gas permits were issued and \$4,877.50 collected in fees, which were turned over to the Town Treasurer.

FIRE DEPARTMENT PERMITS ISSUED

During the period January 1 to December 31, 2013 The following permits were issued:

Blasting	2
Cistern	1
Cooking Fire	1
Dance Hall- MGL CH. 148, Sect. 26G1/2	9
Explosives	1
Facility Inspections	1
Fire Alarm System	31
Fireworks	0
Fuel Tank Installation	9
Fuel Tank Removal	9
LP Gas Installation	35
Oil Burner Installation	8
Agricultural Burning	0
Open Burning	819
Smoke & CO Detector	105
Sprinkler System	1
Tent age	0
Welding	1
Temp. Heater	1
TOTAL	1034

A total of \$ 8,280 was collected and turned over to the Town Treasurer.

CARLISLE HOUSING AUTHORITY

Mission

The mission of the Carlisle Housing Authority is to develop and support affordable housing opportunities for Carlisle. The Housing Authority also works with other Town departments and boards to provide housing referrals and housing education to Carlisle residents.

Membership

The Carlisle Housing Authority has five members, four of whom are elected by the Town. The fifth member is appointed by the Governor on the nomination of the Board of Selectmen, pursuant to Massachusetts statute (M.G.L. c. 121B). Members serve for five-year terms. Carolyn Ing was appointed by the Governor in 2009 and reappointed in 2011; her term ends in 2016. Alan Lehotsky was reelected in 2013 and served as Chairman throughout the year. James Bohn served as Treasurer through June 2013, when he was reelected by the Housing Authority Board ("Board"), and continued to serve through the end of the year. Steven Pearlman served as Secretary from January through June 2013. Carolyn Ing served as Secretary of the Board from January through the end of the year. W. Randall Brown was elected to the Board in 2011.

In addition to their service to the Board, members serve as liaisons on other Town boards and committees. In June 2013, Carolyn Ing was re-appointed by the Board of Selectmen as the Housing Authority's representative on the Affordable Housing Trust (Trust). Steven Pearlman represents the Housing Authority on the Community Preservation Act Committee, with W. Randall Brown as the Alternate.

Affordable Housing Development - Year in Review

In 2013, the Housing Authority held 16 meetings. Highlights of these meetings follow.

January – March 2013:

The Final Benfield Farms Plans were approved by the Zoning Board of Appeals. The Housing Authority conducted negotiations with NOAH on the land-development agreement and 99-year ground lease in connection with the Benfield Farms development. The ground lease covers the development of a 26-unit senior housing rental project to be developed Housing Authority's Lot 1, of the Town-purchased Benfield Parcel A, located at 575 South Street.

Aside from land, total NOAH Benfield Farms project development costs will be in the vicinity of \$10 million. The Town contribution to this project, aside from the land purchase, but including initial Master planning, and infrastructure funding will be nearly \$500,000.00. This amount includes \$425,000.00 for site infrastructure, approved by Town Meeting in 2008.

In March, as required by the Comprehensive Permit for Benfield Farms, John Luther, Building Commissioner held a pre-construction meeting with representatives of all Town Boards. The Benfield Farms Land Agreement was executed between NOAH and the Carlisle Housing

Authority. MassDEP approved the Benfield Farms Community Water-Supply permit application.

The Housing Authority voted to petition the Board of Selectmen that the Town Affordable Accessory Bylaws be amended to conform to the requirements of the Department of Housing and Community Development (DHCD) Accessory Apartment Regulatory Agreement.

April to August 2013

The Carlisle Housing Authority Benfield Farms Ground Lease was executed with NOAH on April 5. On May 6, the Benfield Farms ground breaking was held. Dignitaries from the state, representatives of the banking community and local officials spoke at this event. Benfield Farms pre-construction activity began immediately afterwards. Full construction began in June.

The Housing Authority was invited to participate in the proposed Master Planning effort for the Trust-owned 338 Bedford Road property.

September to December 2013

On September 18th, the Benfield Farms Lottery was held by NOAH for both local and non-local resident preference. The Housing Authority continued to support NOAH in the application, interview and outreach effort. Representatives from the Housing Authority participated in two Master Planning charrettes led by the Carlisle Affordable Housing Trust consultant, Abacus Architects + Planners in collaboration with Ryan Associates. The Housing Authority requested and was tasked by the Trust to develop a Request for Proposal for a group home for developmentally disabled adults.

In October, the Housing Authority hosted a presentation by Jeffrey Brem, on the 20-unit Chapter 40B development proposed for Mr. Brem's property on Long Ridge Road. The Housing Authority subsequently voted to write a letter of support to the Board of Selectmen on behalf of the Long Ridge Road Chapter 40B request, suggesting that the Selectmen file a joint application with Mr. Brem under the DHCD Local Initiative Program.

Policy and Program Development

Throughout 2013, the Housing Authority, through the Housing Coordinator, received inquiries for housing referrals/education on a weekly basis, which included questions about resources for affordable housing opportunities, assistance for households under threat of foreclosure, and home-modification assistance for accessibility improvements, which allow residents to remain in their homes.

On January 10, 2013, Frederick Thys, of WBUR radio attended the Housing Authority meeting in order to interview members on their views on the Governor's proposed Housing Authority regionalization. On March 1st, the Housing Coordinator attended the Office of the Inspector General's procurement course for Housing Authorities. Also during this

month, the Housing Authority renewed its commitment to the need for the development of group homes, by reviewing state and federal guidance for developments for individuals with disabilities.

Council on Aging – Community Conversations. On March 27, 2013, the Housing Coordinator presented the program for "Mortgage Foreclosure Prevention: federal, state and local resources." On April 2, 2013, she coordinated the program for "Aging in Place" with the COA. In August 2013, the Housing Coordinator appeared, together with NOAH and its subcontractors, on a COA program which discussed the Benfield Farms resident-selection process and schedule. In December, the Housing Authority reviewed the newly adopted Town of Stow Comprehensive Permit regulations.

In May 2009, upon a Metropolitan Area Planning Council (MAPC) Minuteman Advisory Group Interlocal Coordination (MAGIC) request for topics of local interest, the Housing Authority proposed offering education to communities which rely on private wells for water, on best practices for protecting this sensitive resource through stormwater management and other means.

Financials – Fiscal Year 2011

Income and Salaries

Housing Coordinator - (also supports the Town of Carlisle Housing Affordable Trust)	
• July 1, 2012 to June 30, 2013	• \$50,000

July 1 2012 to June 30, 2013 Town Meeting Housing Authority Budget for office expenses, equipment and professional training.	\$500.00
---	----------

CPA Affordable Housing Development Appropriation Account Balances

Name	July 1, 2012	June 30, 2013
Benfield Affordable Housing	\$33,608.60	\$10,483.72

Expenses

2012-2013 Town Meeting CPA Housing Coordinator Salary	
Appropriation (Town position, shared with Housing Trust).	
Position moved to Town Budget Fiscal Year 2014 (June 30, 2013)	\$49,983.81
shared with Housing Trust and Town Administrator (June 30,	
2013 to December 31, 2013)	

	July 1, 2012	June 30, 2013	Expenses
Housing Authority Town Budget	\$500.00	\$253.51	\$246.49

Benfield CPA Affordable Housing Development Appropriation – Expenses

June 30, 2012 — July 1, 2013 Carlisle Housing Authority Special Town Counsel, Benfield Farms	\$4,965.00
Carlisle Housing Authority contribution to Benfield Farms Building Permit	\$17,300.00
Procurement and Development Expense	\$859.88
Total	\$23,124.88

In closing this report, the Housing Authority would like to recognize the contributions of many Town boards and staff over the years on various aspects of the Benfield Farms project, and to thank the residents of the Town of Carlisle for their ongoing support for this project. We particularly wish to thank John Williams for his vision and service toward Benfield Farms and other affordable housing projects during his tenure as a Selectman and Carlisle Affordable Housing Trustee. We also want to thank John Luther, Building Commissioner, for his leadership and dedicated professionalism overseeing the NOAH Benfield Farms project through the construction period. Numerous residents have called, written or stopped by Town Hall to offer suggestions and support for ideas for future projects. We are grateful for their input and encourage their continued suggestions.

Respectfully submitted,

Alan P. Lehotsky, Chairman James Bohn, Treasurer Carolyn Ing, Secretary W. Randall Brown Steven Pearlman

TOWN OF CARLISLE AFFORDABLE HOUSING TRUST

The Affordable Housing Trust Fund was established by the Town of Carlisle, acting by and through its Board of Selectmen, through a Declaration of Trust ("Declaration") made on October 24, 2006, as approved by vote of the 2006 Annual Town Meeting. The Affordable Housing Trust ("Trust") is administered by seven Trustees, appointed by the Board of Selectmen.

The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Carlisle. In furtherance of this purpose, the Declaration authorizes the Trustees to acquire, by gift, purchase or otherwise, in accordance with procedures set forth in the Declaration, real estate and personal property, both tangible and intangible, of every sort and description, for the preservation and creation of affordable housing in the Town of Carlisle.

This Annual Report highlights the activities of the Trust during 2013, and is submitted by the undersigned Trustees. During 2013, the Trustees held seven meetings, which are summarized briefly below:

January to August 2013

Community Preservation Act Funding. In January, the Trust and the Board of Selectmen met jointly to discuss its two proposed Fiscal Year 2014 Community Preservation Act applications. In April, Town Meeting authorized \$67,500 to be used to develop two group homes for the developmentally disabled on the 338 Bedford Road property as well as for general affordable housing development. Town Meeting also authorized \$27,500 for studies of the Water Balance/Wastewater Tie-in and Traffic aspects of potential development of housing at the Banta Davis property. In preparation for the application for the Banta Davis studies funding, the Trust hired HMFH, Inc., to develop a conceptual plan showing a new school, playing fields and affordable housing on the Banta Davis site.

Affordable Accessory Apartment Bylaw. The Trust proposed the revision of this bylaw in order to have it comply with the Department of Housing and Community Development standard Regulatory Agreement. The bylaw revision was presented to Town Meeting in April and approved.

Benfield Farms. Upon receipt of requisitions, the Trust approved the payment in four tranches to NOAH from the \$425,000 Community Preservation Act funding for infrastructure funds for the Benfield Farms senior housing development. These funds were authorized at 2008 Town Meeting, acting on an application request by the Carlisle Housing Authority and Trust. The Benfield Farms Ground Lease was executed in April by the Carlisle Housing Authority. The ground breaking for the

Benfield Farms development was held in May.

338 Bedford Road. In May and June, the Trust closed on the purchase of the 338 Bedford Road property. In May, Stamski and McNary, Inc. were hired to produce a topographical plan of the property, to delineate the wetlands, and to file an Abbreviated Notice of Resource Delineation (ANRD) with the Conservation Commission. In May and June a RFQ was drafted and input sought from other Town boards, and commissions and draft Master Planning scheduled prepared. In July, a Request for Qualifications was released for Master Plan Design Services, the scope of which included two charrettes, board presentations and an all-Town community event. Seven firms submitted qualifications, and from these the Trust selected the team of Abacus Architects + Planners, in collaboration with Ryan Associates, Landscape Architects and Samiotes Consultants ("Abacus").

September to December 2012

338 Bedford Road. In September, the Conservation Commission approved the ANRD and it was recorded at the North Middlesex Registry of Deeds. Also in September the Abacus contract was completed and the final Master Planning schedule set. The first Abacus Master Plan Design charrette was held in October, and the second in November. Representatives from Town boards were invited to participate. In December, the conceptual plans developed from the charrettes were presented to Town boards (Board of Health, Conservation Commission, Planning Board and Board of Selectmen) in a series of four presentations. Elements in the conceptual plans included two group homes, a potential community/senior center, active and passive recreation and a preliminary examination of wastewater-treatment capacity requirements in terms of the unused capacity at the existing Banta Davis wastewater treatment plant.

Banta Davis non-age-restricted mixed-income rental housing. In September the Trust released Requests for Quotations for a non-age-market study and financial feasibility study for non-age restricted multifamily rental housing where every unit would qualify on the 40B Subsidized Housing Inventory including market-rate apartments at Banta Davis. In October, RKG Associates was hired to conduct both studies. In December, City Point, Inc. was hired to conduct the Banta Davis wastewater tie-in/water balance study, and VHB, Inc. was hired to conduct the Banta Davis Traffic study.

Long Ridge Road proposed Chapter 40B. In September, Jeffrey Brem, developer, attended to the Trust meeting to discuss his proposal for a for sale 40B development project at his property on Long Ridge Road.

Community Preservation Application. In December, the Trust voted to request \$200,000 in CPA funds from 2014 Town Meeting, with a portion of the funds to be used to develop group homes on the 338 Bedford Road property and the remainder to be unrestricted for general affordable housing development.

Financials

Income

Appropriation of CPA funds for position of Housing Coordinator (also supports the Carlisle Housing Authority):

2011- 2012 Town Meeting CPA Housing Coordinator Salary	\$50,000.00
Appropriation (shared position with the Carlisle Housing Authority)	

CPA Affordable Housing Development Appropriation Account Balances

Account	Bala	Balance as of	
	7/1/2012	6/30/2013	
Community Housing	\$26,356.81	\$12,166.81	
Affordable Accessory Apartment Program	\$90,000	\$90,000	
Benfield senior housing infrastructure	\$425,000	\$0	
338 Bedford Road development (CPA)	\$0	\$67,500.00	
Banta-Davis Wastewater Treatment tie-in and	\$0	\$27,500.00	
Traffic Studies	\$0		
Earnings on Investments inception to date	\$8,404.81	\$8,922.92	

Expenses

Salary –Housing Coordinator	\$49,983.81
-----------------------------	-------------

Fiscal Year 2013 CPA Affordable Housing Development Appropriation - Expenses

Community Housing	\$14,190.00
Affordable Accessory Apartment Program	\$0
Benfield senior housing infrastructure	\$425,000

Respectfully submitted,

Greg D. Peterson, Chair, trustee
John Gorecki, Board of Selectmen, trustee
Timothy F. Hult, Board of Selectmen, trustee
Carolyn Ing, Carlisle Housing Authority, trustee
Peter Scavongelli, Board of Selectmen, trustee
Douglas A.G. Stevenson, Board of Selectmen, trustee
John D. Williams, trustee

COUNCIL ON AGING

Mission

The mission of the Council on Aging (COA) is to provide advocacy and support services to help Carlisle seniors live dignified and independent lives. The COA strives to continually improve the quality of life for Carlisle's citizens 60 years and older, by identifying the needs of the population and matching available resources, both public and private, to meet those needs.

What is the Council on Aging?

The Council on Aging is a human services department within the Town of Carlisle with a volunteer Board of Directors who are appointed by the Carlisle Board of Selectmen. Established under Massachusetts General Laws, Chapter 40, Section 8B, Councils on Aging to plan and implement programs designated to meet concerns of the aging in coordination with programs of the Department of Elder Affairs.

Along with the policy direction, advice and support of the Council on Aging Board of Directors, the COA implements a multitude of programs for the benefit of Carlisle seniors and other residents to provide for social interaction, physical exercise and intellectual and cultural stimulation. The COA also coordinates with other existing area organizations such as Minuteman Senior Services to improve health and safety through direct outreach and education.

Who we serve?

At the end of 2013 Carlisle's senior population (ages 60+) stood at just over 1,300; an increase of 26% from the 2010 US Census figure of 1,030. Every month on average another eight residents turn age 60 in Carlisle. Carlisle seniors now represent close to a quarter of the town's population and Carlisle has 495 residents aged 70 or older.

Below is a breakdown of the age distribution and percentage breakdown of those ages 50 and older. This is based on a total figure of 5,336 obtained through the Town Clerk's Census records. It does not include 59 residents for whom we do not currently have *date of birth* information.

• Age 50 + 2,428 45.5% • Age 60 + 1,302 24.4% • Age 65 + 840 15.8% • Age 70 + 9.3% 495 • Age 80 + 3% 146 Age 90 + 17 0.3%

What we do: COA services include but are not limited to: Outreach, Transportation, Meals on Wheels, Senior Tax Workers, Nutrition, Health & Exercise as well as working to prevent

cases of isolation through our *Friendly Visitor/Friendly Caller* program and coordination of other social services such as Medicare/Healthcare assistance and our durable medical equipment lending program, which are both coordinated through our volunteer SHINE counselor Clyde Kessel. It is not uncommon for the COA to lend assistance to non-senior Carlisle residents, especially in the areas of food or fuel assistance. The following charts detail some participation numbers for COA's programs in 2013.

COA Program Summary Statistics from 01/01/2013 to 12/31/2013

Category	Activity Count	Unique Participants
Community Education	428	193
Nutrition (COA breakfasts & lunches)	2,309	258
Cultural Events	315	87
Fitness/Exercise	1,652	101
Health Screening	195	65
Recreation/Socialization	362	129
Rides/Trips	1,779	182
Meals on Wheels	1,377	10
Program Totals	8,417	520*

^{*}Note – Unique participants were calculated for each category but may overlap between categories with the result that the true total number of unique participants cannot be calculated by simply adding the unique participant number from each individual category.

Outreach– During fiscal year 2013 the COA Outreach Coordinator had over 4,100 client contacts, an average of 344 per month. Below is a breakdown of the type of first hand contacts that our Outreach Coordinator and other staff members have with Carlisle residents.

013 Annual Call Statistics	#	Monthly Averages
Total Case Mgmt./Advocacy/Outreach	2,147	179
Program Planning	695	58
 Volunteer Activity Coordination 	392	33
Sr Tax Worker Program	218	18
• Other/Misc. (ex: employment assistance)	191	16
General Information	189	16
 Food or Fuel Assistance – Seniors 	98	8
 Emergency Support (storms) 	79	7
• SHINE (Medicare & Health assistance)	36	3
Contractor communication	26	2
• Legal Assistance (referrals)	23	2
• Food or Fuel Assistance – Non-Seniors	16	1
Yard Work	12	1
Total	4,123	344

Transportation/Trips – The COA provided 1,779 rides to over 134 different people in 2013, an average of about 148 rides per month (rides are defined by state transit authorities as one way trips). About 10% of the rides were through our volunteer network of *Friendly Drivers* or our Transportation Coordinator herself. Most rides were to medical appointments, COA events or shopping...including our free Friday shopping van. Through our volunteer travel coordinators Joanne Willens and Sandy McIlhenny the COA also arranged a variety of interesting day trips. Destinations included the Gardner Museum, the JFK Library, the Boston Flower Show, Ogunquit, Marblehead and the Cape, as well as plays at the Newport Playhouse, Stoneham and New Repertory Theatres.

Volunteers

Quite a bit of COA staff time is spent coordinating volunteers and those in the Sr. Tax Worker Program to help those most in need in Carlisle, including our citizens in need who register for Meals on Wheels. However, the effort is well worth it. Over 100 people lend their time to help out with COA activities, programs and events. Many also help other departments both as volunteers and as part of the Senior Tax Worker program. Even excluding the Senior Tax Workers, Carlisle volunteers save the Town a lot of money having put in close to 4,600 hours of service in 2013. If volunteers were not available to help the COA accomplish our mission the town would incur \$46,000 or more in wage expense (calculated at a rate of \$10 per hour).

Special thanks must be extended to the Council on Aging Board who are often the core of our volunteer efforts, and without whom much of what we do would not be possible. The COA Board as of the end of calendar 2013 included:

COA Board Members

Abha Singhal, Chair
Liz Thibeault, Vice Chair
Verna Gilbert, Treasurer
Elizabeth Aquaviva, Co-Secretary
Liz Bishop, Co-Secretary
Lillian DeBenedictus
Tom Dunkers
Peggy Hilton
Melinda Lindquist
Jean Sain
Joanne Willens

COA Board Member Associates

Stephanie Blunt Mary Daigle Natalie Ives Sandy McIlhenny

Communications – One of the strengths of Carlisle's Council on Aging is the strong mix of communications media it utilizes, which include:

COA Newsletter – The *Carlisle Connection* is an eight to twelve page newsletter that is delivered to about 850 seniors each month. Occasionally we produce special issues that are delivered to all Carlisle households. Please call the COA if you are interested in being added onto our mailing list. We wish to thank the local businesses that sponsor our newsletter. Their ads are generally shown on pages six and seven of the newsletter.

Carlisle Mosquito - Council on Aging staff and board members contribute articles, notices and letters to the Mosquito. Verna Gilbert works as a volunteer Mosquito staffer.

Cable Television – The Council on Aging films a cable television show on a monthly basis via CCTV. The program is hosted by longtime Carlisle resident and volunteer, Bert Williams and is produced by several Senior Tax Workers. Fellow Town Hall guests and representatives from outside sources are voluntary guests. If there's something interesting and helpful that you would like to publicize to the rest of Carlisle, consider contacting the COA about appearing on our cable program.

Intergenerational Collaborations - The Council on Aging is proud to participate in programs and activities that help and inspire Carlisle residents of all ages. Examples include the Middle School Student Council Tea for seniors and enthusiastically providing yard work while the Concord Carlisle Community Chest funds a COA Intergenerational-Poetry group led by Patti Russo, which teams up seniors from both towns with sophomore students at CCHS.

How We Are Funded? - The Council on Aging is supported through the Carlisle Town budget, a departmental revolving fund for donations and fees, and a combination of grants, led by the *Friends of the Carlisle Council on Aging* (FCCOA), which is a 501c (3) non-profit organization devoted to helping Carlisle Seniors. Grant support was also provided by the *Concord-Carlisle Community Chest* and the *Executive Office of Elder Affairs* through its State Formula Grant program. Lastly, the Carlisle COA also received a grant through the Town's affiliation with the Lowell Regional Transit Authority, known as the LRTA. The COA gratefully acknowledges the help and support of all of these generous organizations.

Council on Aging Staff & Funding

COA Director (David Klein) – Full-Time - Funded through the general town budget Outreach Coordinator & Program Manager – (Angela Smith) Full-Time – Town budget Transportation Coordinator (Debbie Farrell) - 25 hours per wk – Town bdgt and LRTA* Administrative Assistant (Marna Sorenson) - 12 hours per week – Town budget Licensed Social Worker (Peter Cullinane) - 8 hours per wk - Town Article and CCCC grant**

Part-time drivers (Carl Cline, Pete Dumont, Chuck Dutton, Ferdinand JeanDenis, Dick Russell, Dana Smith & Bert Williams) 20 to 30 hours per wk – Town budget and LRTA grant*

Notes: *LRTA = Lowell Regional Transit Authority/**CCCC = Concord-Carlisle Comm Chest

COA Highlights & Changes during 2013

- In addition to all of the aforementioned Carlisle COA services, 2013 saw an expansion in the role of longtime COA Outreach Coordinator, Angela Smith. Angela is now the *Outreach Coordinator and Program Manager* for the COA and has full-time hours.
- In July a new schedule of assigned week days was implemented for our COA van drivers, which has led to a greater level of stability in dispatching rides for Carlisle seniors.

• The COA purchased the services of a web-based tracking system and database called *My Senior Center*, which is a system commonly used by Councils on Aging and Senior Centers in Massachusetts and New England. 2013 is the first calendar year for which we have Carlisle specific COA program information to report. *My Senior Center* was used to generate many of the statistics in this report.

More Thanks - In the spirit of collaboration often seen in Carlisle, it is common for the Town's departments to work together. Examples are too numerous to remember! The COA works with the Police Department to identify isolated and frail seniors who may benefit from a program called R U OK which the Carlisle PD uses to provide a daily checkin telephone call. Similarly, the COA, in collaboration with the Town's Local Emergency Planning Committee, works with the Fire Department on managing a "special needs" list of residents who wish to be contacted during severe weather or other emergencies in which they may need assistance. The COA works with the Housing Authority Coordinator on affordable housing and the Health Department on Flu Clinics and other healthy initiatives. The COA works with the Schools on Intergenerational opportunities and with the Town Building Inspector to help seniors who may have infrastructure or safety concerns about their home. The COA and the Gleason Library have a particularly close working relationship, often coordinating and co-sponsoring cultural and community activities such as the monthly Community Conversations. The Friends groups of both the Library and the COA work together to co-fund Carlisle programs. We want to thank all of our Town Hall and other department personnel who so often render assistance and care for the community.

HISTORICAL COMMISSION

The main role of the Carlisle Historical Commission (CHC) is to act as the Historic District Commission for the Carlisle Historic District, which primarily includes the town center, and to act as the Historical Commission for the town as a whole.

The Historic District was created to preserve and protect the distinctive characteristics and architecture of buildings and places that are significant in the history of Carlisle; to maintain and improve the settings for such buildings and places; and to encourage designs compatible therewith.

In its role as the Historic District Commission, the CHC receives, hears, and rules on applications for alterations to structures within the Historic District. During 2013, the CHC reviewed eight new applications, and issued seven Certificates of Appropriateness. The applications reviewed by the Commission were:

- Reviewed, modified and approved an application for replacement of playground structures within the Town Center Historic District
- Reviewed, modified and approved two applications for signage for two business in the Town Center Historic District
- Reviewed and approved an application for re-pavement of a driveway within the Historic District
- Reviewed, modified and approved an application for revisions to the Honor Roll Veterans' Memorial on the Town Common
- Reviewed, modified and approved an application for replacement of window sashes and repainting and replacement of siding on a residence within the Town Center Historic District
- Reviewed, modified and approved an application for renovation and extensive restoration of the house and reconstruction of the barn at a historic Town Center residence.

The public hearing for an application for enclosure of a deck at the back of a historic Town Center residence remained open at year end, with the design undergoing modification.

In addition to reviewing applications, the Commission also held informal discussions on several potential applications, providing guidance to residents of the Town and representatives of certain Town organizations. Input provided by the Commission for the Town's update to its Open Space and Recreation Plan was finalized. It included an item for the seven year action plan for the creation of an improvement and ongoing maintenance plan for the Town Common, and the Commission offered to lead in that effort.

The Commission furthered plans for an outreach program to all residents of the Historic District for the purposes of introducing them to the Historic Commission, explaining its role, jurisdiction, answering some common questions, and providing contact information to assist the residents.

The Commission extends its sincere thanks and appreciation to all those who have worked diligently to preserve the historic character of Carlisle, and particularly to the residents of the Historic District for their appreciation of the historical importance of the Town Center.

Nathan Brown, Chair Members: Geoffrey Freeman Neal Emmer Ken Grady Jack O'Connor Annette Lee, Alternate Member

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) heard eleven petitions and rendered decisions on ten petitions as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40A (The Zoning Act) and the Town's Zoning Bylaws.

The ZBA consists of three Full members that are appointed by the Board of Selectmen. Additionally, the Board of Selectmen may appoint up to four Associate members to serve on the ZBA. Associate members may attend all ZBA hearings and can serve as a Full member when a regular member or members cannot sit for a particular hearing. All ZBA hearings are open to the public and are typically held the first Monday of the month at Town Hall when there is a petition to be heard. All hearings are advertised in the Concord Journal, Lowell Sun or Carlisle Mosquito for two consecutive weeks prior to the hearing. Additionally, the ZBA hearing is posted on the Town Clerk's Bulletin Board no less than fourteen days in advance of the scheduled hearing. The Rules and Regulations of the Town of Carlisle Zoning Board of Appeals and the Town of Carlisle Zoning Bylaws are available from the Office of the Town Clerk for a nominal fee. These documents are also available on the official Town of Carlisle website, www.carlislema.gov, under the "Boards and Committees" menu.

The ZBA is charged with granting variances and certain special permits as identified in the *Town of Carlisle Zoning Bylaws*. Additionally the ZBA is charged with the issuance of comprehensive permits as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40B. The ZBA is not charged with the enforcement of the Town's Zoning Bylaws. Rather, the Building Commissioner has the initial responsibility for interpreting and enforcing the zoning bylaws. This responsibility includes the duty to enforce the conditions of a variance or special permit issued by the ZBA. If a townsperson has reason to believe that the zoning bylaws or conditions directed under a special permit or variance are not being complied with, the appropriate process is to make a written request to the Building Commissioner to enforce the zoning bylaw or conditions in question. The Building Commissioner's decision is subject to review by the ZBA.

In 2013, the Board held a total of eleven public hearings. Ten permits (5 Variances and 5 Special Permits) were granted in 2013. One matter was continued into 2014. Table 1 provides a summary of the petitions heard by the ZBA. Table 2 summarizes the outcomes of each petition heard by the ZBA during 2013. Table 3 provides a list of all active special permits and includes the expiration date for each one.

The Board would also like to offer our sincerest thanks and appreciation to the other Town departments, staff and Boards that have provided their guidance and leadership upon various occasions.

As of January 2013, the Full members were Lisa Davis Lewis, Chair, Kevin T. Smith, and Martin Galligan. The Associate Board members were Emmanuel Crespo and Steven Hinton. On September 10, 2013 the Board of Selectmen accepted the resignation of Kevin T. Smith and Emmanuel Crespo was appointed as a Full member.

Looking forward, the Board, in its adjudicative role in support of land-use planning for Carlisle, will remain mindful of its responsibilities to be fair and equitable in the application and administration of local and State zoning ordinances.

Table 1: 2013 Petitions heard by the Zoning Board of Appeals

	Granted	Denied	Withdrawn	Extended/Review	Active
Petitions for					
Variance	5		3	1	
Applications					
For Special					
Permit	5		2	1	
Comprehensive					
Permits					
Comprehensive					
Permits					
Modifications					
Appeals of					
Administrative					
Decision					
Earth Moving					
Total	10		5	2	

Table 2: 2013 Zoning Board of Appeals Hearings

Applicant or	Date of	Date of		
Petitioner	Hearing	Decision	ZBA Action	Expires
William and	Ticaring	Decision	Grant Special Permit under zoning bylaw	Expires
Dean Luther	1/7/13	1/25/13	section 3.3.2.1 to continue operation of an	11/1/17
Dean Lutilei	1///13	1/23/13	automotive repair/auto body business at 673	11/1/1/
			Bedford Road	
J.J. and Amy	1/7/13		Grant Special Permit and Variance under	
Supple	&		zoning bylaws sections 6.3 and 7.5 to extend	
бирріс	2/4/13	2/18/13	existing sunroom to edge of existing dwelling	
	2, 1, 13	2, 10, 15	at 136 Sunset Road	
Kathleen and			Withdrawn request for Special Permit and	
Matthew			Variance under zoning bylaw section 3.2.4 to	
Aeschliman			convert shop into dwelling space at 104 River	
			Road	
Carol and G.			Grant Variance under zoning bylaw section	
Kent Gonzales	3/4/13	3/18/13	4.3.2 to construct a garage at	
	0, 1, 20	0, 10, 10	58 Wolf Rock Road	
Albert E.			Grant Variance under zoning bylaw section	
Kennedy Jr.	3/4/13	3/22/13	4.3.3 to build an addition at 147 Hutchins Rd.	
Ray Jimenez	, ,	, ,	Withdrawn request for Variance under zoning	
J			bylaw section 4.3.2 and second story and to	
			expand existing garage at 14 Rutland Street	
Angelo and			Grant Special Permit under zoning bylaw	
Lillian	5/6/13	5/21/13	section 3.2.2.3 for continued operation of day	6/1/18
DeBenedictis			care center at	
			54 Carleton Road	
			Grant Special Permit under zoning bylaw	
Rick MacDonald	6/3/13	6/17/13	section 6.3 for the expansion of a bedroom at	
			33 Nowell Farme Road	
			Withdrawn request for Special Permit and	
Hugh Ritchey			Variance under zoning bylaw sections 6.3 and	
			7.5 to demolish and rebuild existing solarium	
			and screen porch at 806 East Street	
	8/5/13		Grant Variance under zoning bylaw sections	
Mark Levitan	&	8/21/13	4.2.1 and 4.3.2 to build a two story addition	
	8/14/13		attached to existing structure at 105 Wolf	
			Rock Road	
Robert	9/30/13	10/15/13	Grant Special Permit under zoning bylaw	
Kvietkauskas			section 3.2.3.1.6 to operate a business at 50	
		_	School Street	
	11/4/13		Grant Variance for relief from zoning bylaw	
Brigid Siegel		11/29/13	section 4.1.3.2 to create a buildable lot at 61	
			Wolf Rock Road Lot 11 A	
H. Larue Renfroe			Review of conditions of the special permit	
	12/9/13	12/23/13	to operate a business at 84 South Street	2/6/19
			Case continued until 1/13/14 for the	
Eric Adams	12/9/13		request of Variance under zoning bylaw	
			section 7.5 for relief from side set back at	
			21-23 Bedford Road	

Table 3: Active Permits

Name	Location and	Expiration
	Type of Permit	Date
Kevin Stacey	Landscaping Business	
	570 West Street	4/2/17
	Special Permit	
Scott Jenney	Landscaping Business	
	303 Brook Street	4/1/15
	Special Permit	
The Red Balloon	Preschool	
First Religious Society	27 School Street	4/1/14
	Special Permit	
Bonnie Jacobellis	Horse Stable and Boarding	
	164 Fiske Street	12/6/16
	Special Permit	
Peter L. and Margit Morey	Animal Hospital	
Health Pet Company	988 Bedford Road	11/1/15
	Modified Special Permit	
D-Kon Realty Trust	Building for the U.S. Post Office	
Richard DeFelice	70 Bedford Road	6/30/18
Robert Koning	Special Permit	
Katheryn Dennison	Riding Academy and Stable	
,	78 Sterns Street	12/6/19
	Special Permit	
Red Magnolia Realty Trust	Automotive Body Repair Shop	
William and Dean Luther	673 Bedford Road	11/1/17
Carlisle Auto Body	Special Permit	
Angelo and Lillian	Day Care Center	
DeBenedictis	3 Carleton Road	6/1/18
	Special Permit	
H. LaRue Renfroe	Professional Offices	No date; review
Assurance Technology	84 South Street	*2/6/19
	Special Permit	

^{*}These permits require periodic review of conditions for adequacy, without which the permit expires prematurely. The first date is the expiration date for the permit; the asterisked date is the premature expiration date if no review of conditions has been applied for.

Members:

Lisa Davis Lewis, Chair Martin Galligan, Full member Emmanuel Crespo, Full member Steven Hinton, Associate member

PUBLIC SERVICE & SAFETY

POLICE DEPARTMENT

To the citizens of Carlisle, I am honored to present this report detailing the work accomplishments and achievements of the Carlisle Police Department for the year 2013.

The Police Department utilizes traditional enforcement methods, Community Policing concepts, and Problem Solving strategies to combat crime in Carlisle. The Police Department employs ten (10) full time sworn officers and seven (7) part time sworn officers to deliver and exceptional level of law enforcement services to our community. From January to December 2013, the Police Department handled 10,304 calls for service, an increase of 269 compared to 2012.

Our mission remains: "To provide professional police service in partnership with the community through mutual respect and cooperation." Our department takes a proactive approach to solving crimes as well as deterring them before they happen.

We appreciate the support of our community partners including: the citizens of Carlisle, town departments, Communities for Restorative Justice (C4RJ), Domestic Violence Victim Assistance Program, and the Northeast Massachusetts Law Enforcement Council (NEMLEC).

Our Inspector continued to provide his expertise and training for any resident interested in the proper installation of a child seats. Over the past year, the inspector installed over 10 child seats. We also assisted other towns with this program.

Department members received important annual use-of-force and firearms training. Our sworn members attended a 4 day annual in-service training at the Lowell Police Academy. Some of the specialty training received by members included: interviewing school, NEMLEC RRT training, IACP training, DARE Academy, and domestic violence prevention training.

There are fifty-seven cities and towns that make up the Northeast Massachusetts Law Enforcement Council (NEMLEC). Carlisle has been a member of the organization since 2003. Regional law enforcement councils provide an effective resource for towns and cities of all sizes. NEMLEC provides assistance to member communities with Special Weapons & Tactics (SWAT), Regional Response Team (RRT), School Threat Assessment Response System (STARS) and cybercrime investigation. Sergeant Stephen Mack is currently assigned to the Rapid Response Team (RRT) and Chief Fisher is currently assigned as the Assistant Control Chief for SWAT & RRT.

We stopped fewer cars in 2013 than we did in 2012. Our officers issued 146 more warnings (2254) than we did last year (2108) and almost the same number of traffic citations, 170 compared to 172. Our citizens called in 21 more suspicious activity reports in 2013 compared to 2012. We had 1 residential breaking and entering report compared to 5 last year. We had 2 reported thefts from motor vehicle complaints. Our residents are important partners to preventing crimes in Carlisle and we appreciate their vigilance and commitment to watching out for their neighbors.

The accomplishments set forth in this report could not have been met without the extraordinary contributions of the police officers and civilian dispatchers at the Carlisle Police Department. I am very proud of the dedicated and compassionate work they perform each day.

We look forward to providing Carlisle residents and guests the highest level of professional law enforcement services. We will strive for crime reduction through proven techniques and approaches. Solving quality of life issues and working closely with the public is our goal. We sincerely appreciate the support we receive from our community. It is this cooperative effort that makes our community a special place to live and work.

STATISTICS

	2012	2013
Accidents	93	70
Alarms	324	422
Animal Complaints	283	341
Assault & Battery	7	5
Sexual Assaults	0	0
Breaking & Entering		
Residential	5	1
Vehicle	0	2
Court Activity		
Arrests	14	37
Citations	172	170
Warnings	2108	2254
Restraining Orders	3	2
Court Hearings	141	107
Disturbance Calls	57	63
Domestic Disputes	13	12
Property Checks		
House Checks	2090	1880
Business/town buildings	7734	8970

Larcenies		
General	25	20
Motor Vehicle	0	0
Liquor Violations	1	0
Drug Violations	2	0
Log Entries	10,035	10,304
Missing Persons	4	7
Malicious Destruction	29	24
Motor Vehicle Stops	2,524	2,037
Psychiatric Concerns	9	10
Suspicious Activity	558	579
Obscene/Harassing Phone Calls	17	27
Traffic Complaints	94	85

FIRE DEPARTMENT

Personnel

Although our roster at year end is at 28, the department struggles to maintain an all call roster. The nature of an all call department today relies on individuals who have other jobs, family obligations, compelling personal matters, and other interests. There has been a significant decline in the number of hour's firefighters and emergency medical technicians (EMT's) are available to respond to calls. Along with this situation we also have members who become sick, injured, travel and the roster becomes very limited. When the roster is limited, those who are available are asked to do more. Efforts over the past several years have been to recruit new EMT's and firefighters and increase our roster to offset this situation. We appointed Matthew Cheever of Carroll Drive and Dana Sprong of Bedford Road in May. Matthew came to us as a certified emergency medical technician and immediately began serving and responding to ambulance calls. Unfortunately for the department Matthew was granted a one year leave of absence at the end of the year to explore other interests. We are hopeful that he will return. Dana is a welcome addition and has continued on from orientation into his basic training. In addition John Richardson of Westford Street was appointed in June. The department sent John to be trained as an EMT and we anxiously await his taking the EMT exam and becoming certified next year. The Town is very fortunate to benefit from the outstanding dedication of our members as we have been able to cover all of the calls for this year without relying on mutual aid. Once again I would like to take this opportunity to thank those who have gone above and beyond the call of duty to cover the emergency response needs of our citizens. We continue to recruit and are currently seeking additional individuals who might have the time to commit to serving the community.

Compensation

We began the first year of the compensation plan that was presented to the Town last year. Compensation increases were made primarily for the Officers, and the EMS Coordinator. In addition, the position of Fire Prevention Officer was established with appropriate compensation and hours. The Department continues to work with the Finance Committee and Selectmen to review the Fire Department staff and personnel compensation. The goal of the compensation plan proposed for next year is to work to increase the hourly call wages and availability stipends of the Auxiliary Firefighters.

Apparatus

We have recommended adding a second tanker truck in fiscal year 2016. Even with the current number of cisterns the Town is not entirely covered with a suitable water supply within a reasonable distance to every dwelling. One of the impediments of acquiring a new tanker is the lack of apparatus bay space. Our station is currently overcrowded and this issue needs to be addressed before a new tanker is purchased. Until last year we were able to rely on the 5,000 gallon Hanscom Air Force base tanker to come to our aid. Due to staffing reductions at the base it is no longer available to us. Most of our neighboring communities do not have trucks that carry large amounts of water as they have municipal water supplies. The remaining communities that do have tanker trucks are some distance away. The remainder of our apparatus fleet is in good shape with the exception of our 1951 water rescue boat. Our boat does not meet modern day requirements for safety and water rescue

operations. It has been placed on the long term capital list for replacement and I have also filed for a Federal Emergency Management Agency (FEMA) Grant under the Assistance to Firefighters Grant Program.

Fire Prevention

In July the position of Fire Prevention Officer was established and senior firefighter Robert Dennison was designated to handle all incoming applications and permits. Included in his responsibilities are inspections to insure conformance with the Massachusetts Fire Prevention Regulations. The Fire Prevention Officer serves a very important role in the mission of the department. The first six months were very active with inspections and reviewing of plans. These include schools, other public facilities and new housing inspections. As our community continues to grow, the need for housing inspections and fire prevention activities will increase. In addition to public facility inspections other areas requiring inspections include: oil burners, oil tanks, LP tanks, smoke and carbon monoxide detectors on real estate sales and transfers, fire alarm systems, sprinkler systems, blasting, and fuel oil tank removals. The Fire Prevention Officer also serves as an important resource to the officers of the fire department and the public. The Fire Prevention Office may be reached at 978-287-0072 or e-mail FPO@carlislefdma.org

Projects

A number of new projects came before the department for review. The Benfield Farms Project review, 575 South Street was completed early in the year and went into the construction phase. Permits for the installation of fire cisterns, sprinkler and fire alarm systems were issued. Several meetings and site visits with the developer and contractors were necessary to coordinate the public safety requirements at the project. The Benfield Farms facility once completed will be one of the safest residential buildings in our community.

A plan for a 40B development was reviewed for 100 Long Ridge Road. Recommendations were made on the fire protection and the access to the development.

We reviewed preliminary plans for housing at the Goff property on Bedford Road and understand that there is preliminary work being done on the Banta-Davis Property.

Lastly in December were received the plans for a proposed development off of Russell Street.

Grants

We were fortunate once again to receive a grant from the Nichols Foundation. Thanks to the efforts of Peter and Sandy Nash this grant will be used to enhance and support the safety of firefighters. We are very appreciative and thankful for the generosity of the Nichols Foundation.

Two additional grants were written and filed for with the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG). The first grant requested funding for a second Thermal Image Camera (TIC) to be used by our Rapid Intervention Team (RIT). This device is used primarily for search and rescue operations in a structure. The second grant was written for the replacement of the 1951 water rescue boat. We have been

successful obtaining sizable grants with the AFG program in the past and we are hopeful these two important grants will be approved.

Facilities

Testing our fuel tank installation in accordance with new state regulations was accomplished in May. The cathodic protection of the fuel lines is in need of repair. The funds for this work are not within the FY14 budget so approval from the Selectmen was received to complete this work as soon as possible. The costs will be covered by the reserve fund as this is an unforeseen expenditure. Funds for the replacement of the stations emergency generator were approved at the annual town meeting. The generator bid specifications were developed and the contract to install the new generator was awarded to Milton CAT of Milford, Massachusetts. The generator was ordered in September. Due to the extraordinary demand for this type of diesel generator there is a several month back-log on production. We expect to see the new generator installed by early spring 2014.

The 35 year old municipal fire alarm system controller at the communications center was replaced in December. This capital expenditure was approved by Town Meeting in May. The controller utilizes the latest technology and has the capability to receive both analog, and digital, and wireless signals. This will allow for the direct transmission of fire alarm signals from such facilities as future housing, municipal and commercial establishments.

As the Town grows and the department increases in terms of vehicles and personnel we will need adequate facilities in order to continue to provide efficient and effective service. There is a pressing need for office space. The Deputy Chief, Administrative Assistant; Fire Prevention Officer and EMS Coordinator have regular hours at the station. In addition the Lieutenants have no dedicated work space at the station. The Deputy Chief works at the report desk in the station foyer where there are many distractions and a lack of privacy for one-on-one meetings and phone calls. The area where our administrative assistant works is frequently used for group meetings and she is often displaced from her work space. This situation creates a loss in productivity. In addition there is a severe shortage of storage space within the building and the mechanical room cannot hold any more equipment. We experienced difficulty in trying to bring the new municipal fiber cable into the station last year. And lastly I am beginning to have concerns for the safety of the firefighters on the apparatus floor due to cramped quarters.

One project underway is the scanning and electronic filing of documents in an effort to reduce the need for additional file cabinet space. We are also investigating temporary outdoor storage and office facilities for the fire station site.

Emergency Management

The Local Emergency Planning Committee (LEPC) is headed by Chief Flannery as Director and includes, Douglas Stevenson, Board of Selectmen, Tim Goddard, Town Administrator, Chief Fisher, Carlisle Police Dept., John Luther, Building Commissioner, David Klein, COA Director, Linda Fantasia, Board of Health Agent, Gary Davis, Supt. of Public Works, and Alan Lewis (HAM Radio Officer). These dedicated groups of individuals meet as required to assess potential emergency situations, make plans and direct the Town's emergency responses.

A tornado warning was issued by the National Weather Service on July 1, 2013. An emergency notification call was sent to residents via the Blackboard Connect system of reverse 911. This is the first tornado warning that had been issued by the National Weather Service for our area in a very long time.

We now have emergency power at the school site, the Corey Building is ideal for a comfort center and/or shelter. I recommended to the Selectmen that a committee be formed in order to develop the protocols and plans for the use of this facility. A shelter committee representative will be a very important member of the LEPC.

Residents are reminded to make plans for emergencies and disasters before they happen. Information on emergency preparedness is available on the fire department page of the Town's web site www.carlislema.gov or you may also contact the Fire Department, Council on Aging, or Board of Health Office.

Maintaining Your Fire Alarm System and Preventing False Alarms

The largest percentage of fire calls the department responds to are false fire alarms in homes. These alarms in most cases are preventable. Below are a few tips on how to prevent false fire alarms in your home:

- Always remember to call your alarm monitoring company before testing your system to prevent a false alarm and fire department response.
- Be careful when cooking.
- Have contractors cover smoke detectors before works begins to prevent dust contamination.
- Have your fire alarm system cleaned, inspected, and tested at least once each year.
- Replace smoke detectors that are 10 years old.
- Be sure that your alarm service contractor calls the Fire Department before working on or testing your system.
- Don't forget to uncover the smoke detectors after the work is complete.

Calls & Statistics

We ended the calendar year 2013 with a total of 377 calls. The department responded to 177 fire calls and 199 ambulance calls. It was an unusual year for property loss fires. A total of three fires during the year involved fire damage to homes. The department trains all year long for these types of challenges and I am pleased to report that the loss of property in these homes was minimized due to the superior firefighting skills of our firefighters. I am extremely proud of the members of our department and the degree of skill and professionalism they display under difficult and challenging circumstances.

The Central Middlesex Emergency Rescue Authority's Advanced Life Support system is now in its fourth year. EMT's continued to receive training and updates on new statewide protocols for emergency care.

Our annual Open House was held on October 19th thanks to the efforts and support of the Carlisle Firefighter's Relief Association. Many residents attended and took the opportunity

to see the apparatus, equipment, and speak with the firefighters and EMT's. The highlight of the afternoon was Peter Robinson from A.C. & M Fire Equipment of Acton who once again provided another spectacular and rare opportunity to learn about portable fire extinguishers, their use and application. The demonstration included live fires and the use of the portable fire extinguisher. Refreshments were served and literature on various fire safety related topics was available. In addition, the department used this as an opportunity for individuals interested in becoming involved with the department to learn more.

I have completed my eleventh year as your Fire Chief. Once again, I am thankful for each and every one of our Firefighters and EMT's as well as the support and contributions of the Officers, EMS Coordinator and Fire Prevention Officer. Carlisle continues to be blessed with this dedicated group willing to be available to respond to fire and emergency medical needs of our community during the year.

David R. Flannery Chief of the Fire Department

CARLISLE FIRE DEPARTMENT

2012 Cumulative Call Totals

TYPE OF CALL	<u>YTD</u> <u>TOTAL</u>	<u>% OF GT</u>
APPLIANCE FIRE	1	.2%
ASSIST AT MEDICAL EMERGENCY	1	1%
BRUSH / GRASS FIRE	0	0%
CARBON MONOXIDE ALARM	21	5%
CHIMNEY/WOODSTOVE FIRE	0	0%
ELECTRICAL FIRE / INSIDE	0	0%
FUEL SPILL / LEAK	2	.5%
GAS LEAK	2	.5%
HEATING / OIL BURNER PROBLEM	0	0%
INVESTIGATION	50	12%
MOTOR VEHICLE ACCIDENT	18	4%
MOTOR VEHICLE FIRE	3	.7%
MUTUAL AID TO OTHERS	5	1%
MUTUAL AID TO CARLISLE	4	.5%
RESCUE, WATER, ICE, ETC.	2	.5%
RESIDENTIAL ALARMS	65	16%
SMALL OUTSIDE FIRE	4	1%
SPECIAL SERVICE	4	1%
STRUCTURE FIRE	2	.5%
WATER PROBLEM	1	.2%
WIRE PROBLEM	43	10%
FIRE CALLS SUBTOTAL	228	55.6%
AMBULANCE CALLS SUBTOTAL	182	44.4%
GRAND TOTAL	410	100%

DEPARTMENT OF PUBLIC WORKS

The Department continued to perform its regular responsibilities which include tree maintenance, care of the cemetery public grounds and the Transfer Station. This year two sections of Concord Street and one section of Lowell Street were resurfaced and a level course was put down on Bellows Hill and Estabrook Roads.

During the year 2013 there were 20 interments.

Submitted by, Gary R. Davis, DPW Superintendent

ENVIRONMENT & RECREATION

CONSERVATION COMMISSION

The Carlisle Conservation Commission is a seven-member town board appointed by the Board of Selectmen for three-year terms. This year Annmarie Tenn joined the Commission to fill the position left by retiring Jenifer Bush. Annmarie, who brings a legal experience to the Commission, is a new resident of Carlisle. It is wonderful to have new residents volunteering for the town. The Commission continues to provide the town with experience in engineering, farming, environmental law and education, wildlife biology and habitat protection.

The Commission regularly meets in the Town Hall at 7:30 pm, year-round, generally on the second and fourth Thursdays of each month. In addition to its responsibility for management of Carlisle's conservation lands, the Commission's major time commitment involves the administration of the Massachusetts Wetlands Protection Act (MGL Ch. 131 s 40), the Carlisle Wetlands Protection Bylaw, and their respective regulations. In 2013 the Commission members met 23 times for the purpose of permitting projects, reviewing projects currently underway and for decisions regarding the management of Conservation lands. The Commission continues to receive and review filings for projects with increasing complexity due to development of land with sensitive areas such as wetlands and rare species. These projects can require multiple continuances, peer reviews and site visits to adequately address all of the relevant conservation, habitat and wetlands issues they present.

In 2013, the Commission had the following permitting activity:

ACTIVITY	2011	2012	2013	
Applications				
Notice of Intent/Order of Conditions	12	23	17	
Amendments to Orders of Condition	0	5	2	
Request for Determination (RDA/DOA)	12	10	12	
Resource Area Delineation (ANRAD	0	0	2	
Order of Resource Area Delineation (ORAD	0	0	1	
Certificates of Compliance	24	13	18	
Extensions to Orders of Condition	0	0	0	
Enforcement Order	2	2	3	
Emergency Certificate	5	6	9	
Conservation Restriction Violations	2	2	0	
Project Denials/Appeal	0	0	0	
Conservation Land Use Permits	10	24	19	
Camping Permits	0	1	1	

Property owners or applicants proposing projects which will alter the area within the 100-foot Buffer Zone of a Bordering Vegetated Wetland or other wetland resource areas including within 200-feet of a perennial stream, must submit an application to the Conservation Commission for review prior to the start of work. Although sometimes not well understood by property owners, altering these areas includes tree and shrub removal. This law, bylaw and regulations were promulgated to provide a process to ensure protection of public water resources. Failure to apply to the Commission for a permit can lead to

enforcement action, a potential time-consuming activity for both the property owner and the Commission. This year, in addition to the usual projects involving new home construction or home additions, the Commission continued to review and permit several projects for large tree removal where homeowners considered the trees a potential hazard to their homes.

The Conservation Commission receives fees for wetland filings to help offset the expenses to the town of managing wetlands filings. In 2013, \$10, 502 was transferred to the General Fund as a result of this bylaw.

The priority land project continuing from 2012 into 2013 was working with the Carlisle Conservation Foundation (CCF) and the Sudbury Valley Trustees (SVT) to apply for funding from the Local Acquisitions for Natural Diversity (LAND) Grant Program to assist the town in purchasing a Conservation Restriction on 9.03 acres of land to be owned by SVT and located along the shores of the Concord River. The project as planned would protect 1000' of the Concord River within the Wild and Scenic designated area. This project was the culmination of several years of work on the part of many people. After receiving support at the 2012 Spring Town Meeting the for \$150,000 from Community Preservation Act, the project received approval from 2013 Town Meeting for anther grant of \$150,000 from the Community Preservation Act, because the town was not successful with its state grant application. In addition to the \$45,000 approved from its Conservation Fund in 2012, the Commission approved another

\$27,400. In June, 2013, the project came to a close in the Carlisle Town Hall, when Sudbury Valley Trustees acquired the Elliott Concord River Preserve and the Carlisle Conservation Commission acquired a Conservation Restriction on the land.

Subsequent to this, the Carlisle Conservation Commission selected the Elliott Family as their choice for Conservationist of the Year Award presented at the annual Old Home Day in July.

Land Management:

The Conservation Commission continued its initiative from 2012 to address exotic invasive plants. The Commission developed a special Continuing Condition to be issued with wetlands permits to address invasive plant removal on private properties by their owners. They also funded a project to clear field edges on other agricultural fields on Conservation Lands that were rife with many varieties of aggressive invasive plants.

Cranberry Bog Conservation Land: This property, now owned by the town for over 25 years, was again focus of Conservation land management during 2013. Structural repairs of the Cranberry Bog House paid for with CPA funds authorized at the 2010 Spring Town Meeting were completed in 2013. Installation of a fire detection system required by the Carlisle Fire Department was included in the project. Preservation of this 108-year-old historic structure is critical to the current and future management needs of the Cranberry Bog. This project was overseen by the Cranberry Bog Preservation Committee, headed by Land Stewards Warren Lyman and Debbie Geltner, and with important specialty volunteer expertise provided by both Larry Sorli and Alan Ankers. Staff support for the project was provided by Tim Goddard, Town Administrator and by Sylvia Willard, Conservation Administrator.

This year representatives from both the Carlisle Conservation Commission and the Chelmsford Conservation Commission continued to meet for the purpose of developing better communication concerning management of our abutting conservation properties that share wetlands ponds and waterways. This is important because the two towns have somewhat different objectives relative to management of their respective properties. Although wildlife habitat is an important objective to both towns, Carlisle's land is also managed as an agricultural property. Carlisle also continues to monitor the Chelmsford Water District's repeated interest expressed over the past many years in developing a public water supply on their land abutting Chelmsford Cranberry Bog Reservation, threatening the water availability for the cranberry operation, the town of Carlisle's water rights in the area as well as adequate water for wetland wildlife. The Conservation Commission supported Chelmsford's efforts to discourage use of an approved trail installed and continually cleared by unknown persons.

In order to acquire better knowledge of the stream which flows from Hart Pond in Chelmsford, through the Cranberry Bog and Great Brook Farm State Park, the state's River In stream Flow Stewards (RIFLS) program established a stream gage station just downstream from the bog outlet on Curve Street. The Commission thanks LSC member Warren Lyman for his ingenuity and initiative getting the site established by the Streamways organization, and thanks the volunteers who monitor the stream gage daily and putting their data on the Streamways website.

Control of dogs being exercised by their owners or paid walkers continues to be an increasing problem. Signs have been posted to encourage proper dog etiquette and it is hoped that this will help.

The 20-year agricultural lease agreement with Carlisle Cranberries is due to expire by June, 2015. In light of that, the Conservation Commission established a nine-member Cranberry Bog Agricultural Agreement Committee to undertake the effort toward a new agreement. The Committee has made substantial progress since its formation. The Committee has advertised and solicited letters from potentially interested parties and is finalizing a request for proposals to be approved by the Conservation Commission and the Board of Selectmen. There is currently a place on the April 2014 Town Meeting Warrant to seek Town approval to enter in to a new agreement.

Foss Farm Conservation Land: The Conservation Commission continued to provide community gardening at Foss Farm on over 100 plots. Revised rules, promulgated for the 2010 growing season continued to receive an annual review in order to insure that the Commission provides the best gardening experience possible for all who wish to garden in this agriculturally important soil. The gardens continued to be turned over in the spring by farmer Mark Duffy. Again this year they were ably managed by Jack O'Connor with assistance from Ed Humm and Carol Foster. This year a new well was installed in the gardens to replace one that was no longer functioning in order to provide continued easy access to water by wells in good working order. Volunteers help to stake out plots in the spring while Jack repairs all the existing wells.

A project to control invasive plants began during the summer and extended into the late fall 2012 was continued into 2013 as planned. The project was under guidance of Land Steward Lynn Knight who had applied for and received a grant from the Cooperative Invasive Species Management Area program (CISMA) in 2013. Areas identified with invasive plants and with poison ivy received an herbicide treatment applied by licensed applicators from the New England Wildflower Society.

Foss Farm Conservation Land is still one of the most frequently used conservation properties by individuals, by groups and also for research activities. The winter of 2013 continue to be used for dog training by several sled dog teams during cold weather, an activity begun on the property for more than twenty years prior to town ownership and still ably coordinated by Bob Dennison. The Old North Bridge Hounds Club was also given a permit to train at Foss Farm. The North Bridge Pony Club continues their planned youthoriented equestrian training and events in the pony ring, dressage ring, open and trail areas. Their events are impressive to watch and their work to maintain the portion of the property they use is very much appreciated. Foss Farm again was the site of the annual spring evening Woodcock Walk organized and led by Conservation Commission member Tom Brownrigg and his wife D'Ann in order to see and hear the Woodcock's display. The display by these birds never disappoints the participants! Other nature walks were held during the year as well. In November Carlisle Cub Scouts held their annual daylong rocket launch Again in 2013 the area near the dressage ring at Foss Farm was observed for biosurveillance training. A resident colony of non-stinging, ground nesting wasps, Cerceris fumipennis, has been monitored for research on the early detection of the invasive insect the Emerald Ash Borer. It is interesting to note the wide-ranging activities and studies made possible by Carlisle's conservation lands. A site on a Conservation property was also issued a permit to undertake a management activity for a rare, state-listed plant, Britton's Violet. In 2013 this plant was also discovered on yet another property on which the Commission holds an interest. A management study of that site was undertaken authorized by the Natural Heritage and Endangered Species Program.

Towle Field: Ground-nesting bobolinks have been in decline over the past few years and again in 2013 there was no evidence of nesting. Following the attempt at controlling buckthorn and poison ivy through intensive mowing in 2012, in 2013 the Commission authorized treatment with an herbicide of these plants in non-wetland jurisdictional areas within the field. This was undertaken by the New England Wildflower Society through a grant from the Cooperative Invasive Species Management Area program (CISMA) that had also funded work on the Foss Farm Conservation Land. The commission also hired a wetlands consultant to undertake a wetlands delineation of Towle Field and filed a Notice of Intent to undertake the control of invasive plants within the 100-foot Buffer Zone as well as within the Bordering Vegetated Wetland both on Towle field and adjacent to it.

Again in 2013 the sugar maple trees planted on Towle Field many years ago by local Boy Scouts were tapped by Gaining Ground, Inc. a Concord based provider of fresh produce to needy families. Their buckets could be seen easily from Westford Street and added to the scenic rural vista along that roadway in late winter. The Conservation Commission is concerned that some of these stately trees are dying.

Greenough Conservation Land: Use of the Greenough Barn continues to be a puzzle that resists solution. Its presence consumes valuable time by both the DPW and the Police Department in order to keep the structure safe. Two small agricultural fields on the property have been returned to hay from corn by our licensed farmer. The Commission thanks Eagle Scout Candidate Michael Drinkwater who planned and executed an invasive European Buckthorn removal on the Greenough Wood Duck Trail. His plan included applying for a permit under the Massachusetts Wetlands Protection Act and the Carlisle Wetlands Protection Bylaw.

Fox Hill Conservation Land: With cooperation from our Fox Hill farmers, the Carlisle Public Schools cross country team continues to train around the perimeter of Fox Hill, providing an off-road training opportunity for the young runners.

Town Forest: In October 2012 the Town Forest was significantly damaged by winds associated with Hurricane Sandy. Countless very large pine trees were blown over; cutting off trail use and causing damage that will be seen for many years to come. In an effort to find the best use for the trees that had come down, the Town Forest was visited by the state Forester for this region, Laura Dooley. After viewing the conditions, she advised that the trees remain where they are in order to supply nutrients back into the forest soil and also for safety reasons because of how the trees fell upon each other.

Benfield Conservation Land: Some activities associated with the development of Benfield Farms housing project planned to take place on the Benfield Conservation Land were undertaken in 2013. A public water supply well was installed in 2012 and this year the septic field and pipe connection to the housing was installed as well as the underground water supply lines and electrical conduits to the well from the housing site. In addition three monitoring wells were installed near the septic field and near the water supply well. By the end of 2013 the project nears completion and the Conservation Commission works to understand and plan for its management obligations on the Benfield Conservation Land due to the multiple interest holders on its land. A review of Commission agendas shows that the Benfield housing project's work on the Conservation land was on the agenda fully a dozen times during 2013.

Land Use Permits: As noted in the chart above, the Commission issued 19 Conservation Land Use Permits for activities on conservation land. These activities included public nature walks, CCHS educational programs, Pony Club activities including lessons and an equestrian Derby Cross Event, Cub Scout rocket launching, sled dog training, bird watching, public moonlight walks, and activities connected with scientific biosurveilance at Foss Farm. This year the local Boy Scout troop received a permit from the Sudbury Valley Trustees to winter camp on the Elliott Concord River Preserve in Carlisle and to undertake an invasive plant removal project as a community service. A camping permit was also issued to a Carlisle resident to camp for up to 4 days at Foss Farm. Land Use Permits have been and are a valuable resource for future reference by the Conservation Commission.

The Conservation office, through its staff Sylvia Willard, Administrator and Mary Hopkins, Administrative Assistant continues to provide support for the members of the Conservation Commission as well as to the public. The office is an important communication link between the Commission and the public, project engineers, town boards and committees,

with State and Federal agencies and with land trusts which have land or interests in land here in Carlisle. These include the Carlisle Trails Committee, the Conservation Restriction Advisory Committee (CRAC), the Carlisle Agricultural Agreement Committee, Department of Environmental Protection (DEP), Department of Conservation and Recreation's (DCR) Great Brook Farm State Park, the Carlisle Conservation Foundation (CCF), The Trustees of Reservations (TTOR), Sudbury Valley Trustees (SVT), New England Forestry Foundation (NEFF), U.S. Fish and Wildlife Service, National Park Service, the U.S. Army Corps of Engineers, Carlisle Cranberries, Inc. and, of course its busy subcommittee, the Land Stewardship Committee. The staff also assists the Commission with the town's Site Plan Review process for non-residential property use, involvement in the Chapter 40B process when applications are filed with MassHousing and with recommendations to the Carlisle Board of Selectmen when properties held in Chapter 61 61A & 61B are to be removed from this category and the town has the right of first refusal. It also reviews regulatory changes proposed by state agencies, participates in advisory groups such as the Town Advisory Group established to review, in concert with other boards, development projects when requested to do so by any town department.

In addition to the above, the office is relied upon on a daily basis for wetlands or conservation restriction information on specific properties by area realtors and potential home-buyers and for information about conservation lands. Homeowners planning future projects review old files maintained by the office as far back as 1973 containing helpful information accrued from years of wetland filing activities.

In February the Commission conducted its annual interview with farmers with which it has agreements to work on Conservation lands. The Commission is grateful for our farmers' efforts to maintain the lands' agricultural value. John Bakewell and Kevin Brown, Mark Duffy, George Fraser, and Dick Shohet, all helped the commission to continue the town's desire to maintain its rural character by supporting, encouraging and promoting agriculture in Carlisle, as stated explicitly by a1994 Town Meeting resolution. Also appreciated was the work done by Jack O'Connor organizing installation of an additional well at the Community Gardens and his continued mowing of Towle field and around the community gardens.

The Commission sponsored public events during the year: an annual evening Woodcock walk on Foss Farm by Commission member Tom Brownrigg and the Riverfest Sunrise Canoe Trip on the Concord River in June. Unfortunately the canoe trip needed to be cancelled due to high water.

In the fall of 2011 the newly established Open Space and Recreation Plan Committee began its effort to update the existing Open Space and Recreation Plan, due to expire at the end of March 2013. The committee submitted a substantially revised draft to the Executive Office of Environmental Affairs (EOEEA) and Metropolitan Area Planning Commission (MAPC) for review during the summer of 2013. The document was approved by EOEEA during the fall, will be valid through September 2020 and will be posted on the town website. The Conservation Commission commends the Committee for what EOEEA called a "particularly thorough" plan. The committee was chaired by Louise Hara, with Rick Amodei representing the Recreation Commission, plus Liz Carpenter, David Freedman, Lynn Knight, Kevin C. Smith, and Mary Zoll, assisted by Conservation Administrator Sylvia

Willard. More than 75 other individuals contributed their valuable expertise to the document.

An important discussion was held during the fall resulting from a request for information of procedures that would be required if the Recreation Commission wished to establish active ball fields on either Foss Farm or the Bisbee land. Town Counsel's firm Miyares and Harrington, LLP was asked to investigate the issues involved and report their findings to the Commission. The opinion rendered was that installation of active ball fields, such a soccer or baseball would be considered an Article 97 conversion of Conservation Land to another use as described under Article 97 of the Commonwealth of Massachusetts Constitution. This seemed to clarify an issue that had often been raised since the acquisition of these properties.

The Commission continues the public Conservation Coffees on the second Tuesday of most months at 7:30 AM in Town Hall. During these coffees, interested residents and invited speakers meet informally to discuss a broad range of local environmental, wildlife and land use subjects. For these coffees we were again able to bring to Carlisle professionals from state agencies, town committees and others to inform residents about their specific areas of expertise. We were fortunate to have this year: Pat Huckery of the Massachusetts Division of Fisheries and Wildlife on living with wildlife, Christa Collins of the Sudbury Valley Trustees to discuss the Elliott Concord River Project, Representative Cory Atkins to discuss state initiatives of interest to the conservation community, Land Steward Lynn Knight to discuss invasive plant control, The Carlisle Energy Task Force to discuss their initiatives and assistance available through their newly established website, and a tree permitting workshop conducted by Conservation Administrator Sylvia Willard to assist residents in understanding and undertaking their own permit applications to remove trees they considered a hazard to their properties.

Carlisle has many special wetland habitats called vernal pools and to date approximately 70 vernal pools have been certified, giving these outstanding resources enhanced protection. This year 3 new pools were certified by the Natural Heritage and Endangered Species Program (NHESP) with observational documentation submitted by conservation commission member Tom Brownrigg as well as Natural Heritage and Endangered Species Program personnel.

The Commission greatly appreciates the outstanding efforts made by their subcommittee, the Land Stewardship Committee. Their work is outlined in detail in their own report located elsewhere in this 2013 Town Report.

At year end, the members are: Kelly Guarino, Chair Luke Ascolillo, Vice-chair Peter Burn Tom Brownrigg Tom Brown Lee Tatistcheff Annmarie Tenn

CONSERVATION RESTRICTION ADVISORY COMMITTEE

The Conservation Restriction Advisory Committee (CRAC) advises the Town on the acceptance of new conservation restrictions (CRs) and monitors those conservation restrictions held by the Town. The committee strives to educate CR-holders and the general public regarding the benefits of conservation restrictions, namely, preservation of open space, scenic vistas and wildlife habitat.

As part of the committee's mission statement, the committee has as its goal to visit each Town-held CR every five years. It is also a goal of the committee to have in its membership designees from the Planning Board, Trails Committee and the Conservation Commission, which the committee currently has, but is still lacking in the elusive seventh member, as also strived for in the mission statement.

A new Town-held CR was created in 2013. The Elliot Concord River Preserve, owned jointly by the Sudbury Valley Trustees and the Carlisle Conservation Foundation, was created by a combination of private fundraising by SVT for funds over \$300,000, \$150,000 in Town Community Preservation funds, another \$150,000 from the town voted for in Town Meeting and \$70,000 contributed by the CCF. This CR preserves the vista looking upstream of the Concord River and additionally will allow for activities of hiking, picnicking, camping plus provides a canoe landing on the site."

Violations of CRs are a continuing concern. Violations found during inspections conducted in 2012 and 2013 were corrected during the spring of this year.

Inspections were completed on:

CR10	Bartlett Farm	May 11
CR65	Elliot Preserve	June 10
CR53	Malcolm Preserve	August 10
CR4	Cranberry Hill	November 17
CR29	Mill Pond	November 17

CRAC members are:
Wayne Davis (secretary)
Ken Harte
Marc Lamere (Trails Committee and Planning Board Member)
John Keating (chair)
Carolyn Kiely

The committee is grateful for the assistance of Sylvia Willard, Conservation Commission Administrator.

LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee (LSC) was created as a permanent sub-committee of the Conservation Commission (ConsCom) in December 2005. The charter of the LSC is to support ConsCom in managing Town-owned conservation land. The LSC currently has six members since one member, Liz Loutrel, resigned at the end of June. The committee is grateful for the valuable contributions of our former member during her 8 years of service. Two appointments were renewed in 2013 for a three-year term and one appointment is coming up for a three-year term renewal in June 2014.

In keeping with the mandate to support ConsCom, LSC members have been involved in helping to produce an updated Open Space and Recreation Plan, the writing of a baseline assessment covering Bisbee and Benfield conservation land, the preservation of an historic structure on conservation land, the eradication of certain invasive species at Towle Field and Foss Farm, the review of all conservation land agricultural license agreements, the analysis of some town-owned parcels for conservation value, the creation of a database containing multi-year stream flow measurements of the River Meadow Brook, the drafting of a new 20-year management agreement for the Cranberry Bog, the installation of Board of Health informational tick signs, and addressing various other land management issues. Some of the above projects are described below in more detail.

The purpose of an Open Space and Recreation Plan (OSRP) is to identify the most important ecological, historical, scenic, and recreational resources in a town based on public input. The Commonwealth also requires that the plan identify the most appropriate actions for a town to take to protect or enhance these resources. An OSRP that is approved by the Division of Conservation Services enables a town to apply for competitive state grants for open space protection and recreational facility development in addition to many other state programs. The Town of Carlisle has produced several OSRPs according to the Commonwealth of Massachusetts requirements since 1979. The approved 2013 plan covers a period of 7 years. Members from the LSC, ConsCom, Planning Board, Trails Committee and the Carlisle community contributed many hours to produce the 2013 OSRP.

The LSC is in the process of preparing Baseline Assessments for the Benfield Land and the Bisbee Land. These documents will describe the existing conditions and allowed uses for these two parcels and be the basis for subsequent preparation of management plans.

The Cranberry Bog House preservation project, funded through Carlisle's Community Preservation Committee and Town Meeting, was successfully completed in June 2013. The project was conceived in 2007 when, during the course of Bog House inspections that were part of the preparation of the *Cranberry Bog Baseline Assessment* (June 2007), several major deficiencies were noted. While the majority of the work had been completed by December 2012, a new carpentry contractor was hired in 2013 to install a new 2nd floor entry, add two new storm windows to the 2nd floor apartment, repair walls and doors in a 2nd floor utility room, add a lock and door stop for a door to the 1st floor apartment, and complete other small repairs. The entire project was completed under budget with \$5,280.64 returned to the Community Preservation Committee.

The SuAsCo CISMA (Cooperative Invasive Species Management Area) is a partnership of organizations that intend to manage and control invasive species in the Sudbury, Assabet, and Concord (SuAsCo) watershed. The LSC participated in a proposal submitted by the SuAsCo CISMA to the National Fish and Wildlife Foundation for funds to control invasive plant species on several parcels including Foss Farm. The proposed work at Foss Farm included edge maintenance of the open areas targeting non-native invasive species including buckthorn, multi-flora rose, and oriental bittersweet. Funds were granted to Carlisle for a multi-year removal effort. The LSC partnered with the New England Wildflower Society (NEWFS) to produce a management plan for this project. The first phase of this project that involved Foss Farm was completed in 2012 with assistance from the NEWFS and volunteers from the community. A second phase was implemented in 2013 also with assistance from the NEWFS to control buckthorn and poison ivy on select test areas of both Foss Farm and Towle Field.

The LSC made an in-depth analysis of the conservation land agricultural license agreements to determine how they might be improved to aid in the care and maintenance of the land and bolster the relationship Carlisle has with its farmers. An historical agricultural account was made of each parcel, farmers were interviewed and parcel conditions were examined. The Conservation Commission is in the process of reviewing the results of the analysis.

At the request of ConsCom, the LSC is currently evaluating several small Town-owned parcels for conservation value. This work continues and it is expected the analysis will be completed in 2014.

The LSC is participating in a project to measure the flow of River Meadow Brook immediately downstream of the Cranberry Bog. The stream flow measurement project is part of the River Instream Flow Stewards (RIFLS) program that is run by the Massachusetts Dept. of Fish & Game, Division of Ecological Restoration. The following Carlisle residents are volunteering their time to take stream depth measurements of the River Meadow Brook: John Ballantine, Tom Brown, Tom Brownrigg, Deborah Geltner, Warren Lyman and Sukey Provenzano. The Conservation Commission approved the initiation of Carlisle's participation in the RIFLS program in February 2013.

The Cranberry Bog Agriculture Committee was formed in March 2013. The purpose of this ad hoc committee is to examine the current Cranberry Bog agriculture agreement that ends in 2015 along with the current circumstances related to the Cranberry Bog and develop a new RFP, maintenance plan and management agreement for post-2015 cranberry farming at the Cranberry Bog. This committee is comprised of nine members with three from the LSC, four current of former Conservation Commission and two from the Carlisle community at large with assistance from the Conservation Administrator.

The various other land management issues the LSC assisted with were burning brush piles of invasive plants at Foss Farm, updating the camping regulations on the Town's website, and assessing the numerous storm-related downed trees on the Town Forest with MA Service Forester Laura Dooley.

In addition to working on projects involving Carlisle conservation land management issues, a member of the LSC continues to participate in the Carlisle-Chelmsford Joint Cranberry Bog Committee. The purpose of this committee is to share common management concerns about the adjoining cranberry bog conservation lands in the two towns and to maintain a continuing dialog with our neighboring town's conservation committee. An LSC member, a Carlisle Conservation Committee member and the Carlisle Conservation Administrator serve on this committee.

Land Stewardship Committee members: Elisabeth J. Carpenter Dwight DeMay Tim Donohue (Co-Chair) Debby Geltner (Co-Chair) Lynn Knight Elizabeth Loutrel (until June 2013) Warren Lyman

HOUSEHOLD RECYCLING COMMITTEE

Solid Waste / Recycling

Carlisle generated a total of 2,757 tons of solid waste in 2013. There were 1,809 tons of trash taken to the NESWC incinerator for disposal and 948 tons were recycled. This was a recycling rate of 34.4%.

The following is the list of recycled materials for 2013.

Recycled Item	Tons	Revenue(\$/Ton)*	Total Revenue (\$)*
Newspaper	67.9	+ 20.00	+ 1,358
Mixed Paper	186.1	+ 20.00	+ 3,722
Cardboard	161.2	0	0
Wood (Construction Debris)	256.2	- 72.00	- 18,446
Metal	82.6	+ 120.00	+ 9,912
Clear Glass	44.5	0	0
Colored Glass	71.1	- 35.00	- 2,489
Mixed Plastic	47.6	0	0
Aluminum and Tin Cans	11.7	+ 100.00	+ 1,170
Tires	11.5	- 125.00	- 1,438
Freon Units	<u>7.9</u>	0	0
TOTAL			(year-end) (- 6,211)

^{*} The amounts received and total revenues are the year-end figures.

Historical Summary (Tons)

Recycled Item	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Newspaper	190	162	155	117	92	90	71	68
Mixed Paper	219	214	189	183	179	166	184	186
Cardboard	141	128	151	155	155	161	153	161
Wood	351	281	314	292	344	321	271	256
Metal	124	110	99	105	99	86	88	83
Clear Glass	40	34	43	44	44	46	48	45
Colored Glass	70	66	73	74	74	76	81	71
Milk Jugs	4	4.6	7.4	5.4	7.1			
Mixed Plastic	29	34	47	39	28	55	66	48
Aluminum/Tin Cans	11	9.5	11	12	13	16	11	12
Tires	14	9.6	11	10	10	10	6.0	12
Freon Units	13	12	11	12	11	11	<u>7.6</u>	<u>7.9</u>
Recycle Total	1,206	1,064	1,111	1,097	1,055	1,037	985	948
Trash Total	2,028	1,882	1,838	1,795	1,890	1,874	1,818	1,809
Total Material	3,234	2,946	2,949	2,892	2,945	2,911	2,804	2,757
% Recycled	37.3%	36.1%	37.7%	38.0%	35.8%	35.6%	35.1%	34.4%

Other Activities

- "Aseptic" cardboard food containers were added to the mixed plastic waste collection stream.
- More Than Words Bookstore and Café continued their pick-up of the used books from the Swap Shed instead of disposing of them with the recycled paper. The books are sold at their Bookstore/Café in Waltham. MA.
- The Styrofoam collection bin continues to be very popular. The ReFoamIt Company from Framingham, MA continues to pick up the material when the bin is filled. The large roll-off container is emptied about once a month. The weight is not substantial but it has diverted a large volume of material from the trash containers which must be hauled to the incinerator for disposal. The ReFoamIt staff held an outreach day in the spring to promote Styrofoam recycling.

Members: Robert Peary, Chairman Daniel Scholten Launa Zimmaro Robert Wallhagen Gary Davis (DPW)

PLANNING BOARD

The Carlisle Planning Board is a seven-member elected board with two appointed Associate Members, supported by a Planning Administrator and a part-time Administrative Assistant. Massachusetts state statutes and the Town's bylaws establish specific responsibilities and requirements for the Planning Board.

The Board reviews and approves the division of land under the Subdivision Control Law (MGL Ch. 41) and the Board's Subdivision Rules and Regulations. It also serves as the Special Permit Granting Authority as authorized by the state Zoning Act (MGL Ch. 40A) and the Carlisle Zoning Bylaws for various types of land use and development petitions, including those for common driveways, conservation clusters, senior residential open space community developments, personal wireless service facilities, and accessory apartments. Under MGL Ch. 40, the Planning Board also must give its consent before any alterations are made to trees and stone walls along the Town's Scenic Roads. Further, the Planning Board serves in an advisory capacity to the Board of Selectmen for Site Plan Review of non-residential development and for the acceptance of Town ways, and to the Zoning Board of Appeals for Comprehensive Permits for affordable housing development under MGL Ch. 40B. The Zoning Act also requires the Board to guide the process of Zoning Bylaw amendments through Town Meeting.

Beyond these responsibilities, the Planning Board is also charged by state law (MGL Ch. 41) to "make careful studies and when necessary prepare plans of the resources, possibilities and needs of the town, and..... submit to the selectmen a report thereon, with its recommendations." This charge also includes the Board's responsibility to prepare, from time to time, a master plan or study plan of the town. Although the most recent study plan was adopted by Town Meeting in 1995, the Planning Board regularly works with other boards in the preparation of more focused and contemporary plans that are required by the Commonwealth. These include, most recently, a Housing Production Plan approved by the state in 2010 and a comprehensive update of the Open Space and Recreation Plan that was completed in 2013.

Mission

The Board's overall responsibility under state law is to protect the health, safety and welfare of Carlisle's residents. Guided by the General Laws of the Commonwealth, the Zoning Bylaws, the Study Plan, and citizens' comments and concerns, the Board strives to preserve and enhance the integrity of Carlisle's character through the use of its regulatory tools, while also safeguarding property owners' rights. To achieve these goals, the Board recommends and, as applicable, requires changes to development proposals through the permitting process. Board members and staff strive to work with project proponents, technical advisors, other Town officials, and citizens to shape development projects so as to preserve resources and minimize negative impacts upon the community.

2013 Development Overview

Consistent with the above mission, the Planning Board has long emphasized its attempts to manage residential growth in Carlisle, rather than simply permitting it in response to development applications. Increasingly, tracts proposed for development in Carlisle have been either large parcels that long-term owners have kept out of development for many years or parcels with serious constraints on development such as extensive ledge or wetlands, minimal upland, and/or access issues. The latter category of parcels proposed for development, those with serious constraints, requires increased coordination among the land use boards to address often interrelated issues of stormwater management, water supply, sewage disposal, and surface water and groundwater protection.

From 2006 to 2008, the Planning Board experienced extremely high levels of land development permitting. Following that period however, from 2009 to 2012, the build-out of the new lots created by the Board's actions dropped to an average of 7-8 new home building permits issued per year. But in 2013, the number of these permits jumped to 19, the most since 2005. Nevertheless, many of the new building lots created since 2006 remain unsold, and there is still a potential of 40-45 new, as-of-right dwelling units to be built in the future in permitted developments. However, from inquiries made to the Planning Board office late this year, and two anticipated early-2014 applications that could alone add 35 housing units to the inventory, Carlisle should expect a period of growth ahead, and that the Board will continue to manage it.

While in 2013 the Planning Board continued to oversee the buildout of roadways and other infrastructure at previously-approved developments at Hanover Hill, Greystone Crossing and Chestnut Estates (see table summarizing Carlisle's development status below), its focus this year was on several tasks that are necessary to support development decisions in the town. These included:

- Mapping both current land use and historical development trends in an updatable GIS format (in conjunction with the Assessors and the Open Space and Recreation Plan Committee);
- A comprehensive review and several revisions and updates of the Board's Rules and Regulations Governing the Subdivision of Land (in conjunction with independent and peer review engineers); and
- The review and discussion of several informal conceptual plans for potential future development.

More specific reports on many of the above Planning Board efforts will follow below.

Affordable Housing

The Planning Board has continued to be active in the Town's efforts to create affordable housing while protecting the Town's residents from negative impacts from projects that could be developed under Chapter 40B of the Massachusetts Statutes ("Comprehensive Permits"), which allow a developer to override many Town bylaws and/or regulations. Over a three-year period prior to 2013, the Board undertook a major initiative to coordinate development regulations town-wide to achieve the above goals. This included the preparation and adoption of a set of development regulations to achieve "horizontal

alignment" across the land use boards, as applicable, and resulted in (1) a set of common development standards, (2) guidelines for the use of interdisciplinary Town Advisory Groups (TAG's), and (3) a shared agreement for the reimbursement of project review expenses by all applicants. These three components were integrated into revised Comprehensive Permit regulations adopted by the Board of Appeals, and the Planning Board's drafts of the second and third components were each adopted by the Board of Health and the Conservation Commission.

The Planning Board also prepared similar but more comprehensive sets of amendments to its own Subdivision Rules and Regulations, and its rules and regulations governing special permits under which certain housing developments may also proceed, which include those for Conservation Clusters, Common Driveways and Senior Residential Open Space Communities (SROSC). The last of these updates was completed in 2013.

The Board continued to work this year with the Housing Authority and the Carlisle Affordable Housing Trust ("AHT") to finalize local regulations for affordable accessory apartments under deed restriction. The 2013 Annual Town Meeting approved a proposal from the AHT to amend the Zoning Bylaws to be consistent with the state's requirements. The Planning Board had reviewed this amendment and, through the public hearing process and with Town Counsel support, recommended its adoption. The Board also provided input for the RFP for the master planning and design of housing for handicapped DDS clients and other potential uses on Town-owned property at 338 Bedford Road. Board members participated in design charrettes for that property, and in December, the Board heard a public presentation from the Master Plan Design Team.

Also near the end of the year, the Board considered the Selectmen's request for comments on an applicant's request that the Town support a Local Initiative Program for a proposed 40B application for 20 units (25% affordable) on Long Ridge Road. The Planning Board recommended against LIP status for the project and the Selectmen voted to deny the request. At the end of the year, the Board reviewed the proposed project again to contribute to the Town's comments to Mass Housing, the project's potential subsidizing agency.

Construction Management

A substantial portion of the Planning Board's work involves the oversight of land development projects during the construction process until completion to ensure that each site's development is consistent with the Board's approval. In larger residential projects, this is an effort that may continue for 7–10 years, until construction of the homes in the development is completed.

The status of all current and proposed development, as of December 31, 2013, is summarized below:

Location	Lots	Name	Status
<u>Subdivisions</u> Westford St.	34 lots	Hanover Hill	Approved 2008; not yet complete
Special Permits - Common Dri	vawaye		
Off Cross Street	2 lots	#317 (no name)	Approved 1998; review incomplete
	2 lots	#129 & 131 (no name)	Approved 2007; review incomplete
Off Cross Street	4 lots	Trillium Way	Approved 2006, amended 2010; not yet complete
Off Rutland Street	4 lots 3 lots	Chestnut Lane Twin Beech Road	Approved 2007; not yet complete
Off Hanover Road (Westford Street)	5 lots 3 lots 2 lots	Sorli Way Gormley Way (no name)	Approved 2008; not yet complete
268 Fiske Street	2 lots	(no name)	Approved 2008; not built; permit extended to 2014
291 River Road	6 lots	Elliott Farms Way	Approved 2011; not built; permit extended to 2017
871 Bedford Road	2 lots	(no name)	Approved 2013; signage not complete
498 Cross Street	2 lots	(no name)	Approved 2013; not yet complete
Carried Daniel Communication	CI.		
Special Permits - Conservation Cross Street	15 lots	Greystone Crossing	Approved 2006; not yet complete
Rutland Street	7 lots	Chestnut Estates	Approved 2007; not yet complete

Finances

Planning Board activities during 2013 generated a total income of \$2,850 through application fees, all of which was paid to the General Fund. The Planning Board has no statutory mechanism to retain application fees, unlike many other Town boards, and is entirely reliant on Town Meeting appropriations to conduct planning activities.

Project review fees, which are held in special revenue accounts ("53G accounts") and limited to payment of the costs of technical review of submitted plans and project construction oversight by engineering consultants, were received in a total of \$16,000 for 2013. Any funds remaining in this account allocated to a particular project are returned to the applicant once the development is completed or the approval lapses. As noted, none of these fees can be used for planning initiatives by the Town.

Several years ago, the Planning Board had proposed a recurring warrant article to provide some funding previously covered under the Planning and Professional budget line item, eliminated in 2009 as part of a series of budget cuts. This article in the amount of \$5,000 was approved at the 2010 Annual Town Meeting, and an equal amount was added at the 2011 Town Meeting, bringing the total to \$10,000. No additional funds were requested or expended in 2013. These funds can be used for Board initiatives such as the need to review and revise local bylaws or regulations or to fund planning consultant services related to the needs of the Town. Examples of past projects of this nature are the development for the Selectmen of an RFP for Wireless Facilities on Town-owned land or rights of way, the revision to the Comprehensive Permit Rules and Regulations for the ZBA, and the preparation of draft LIP regulations for the Selectmen.

Overview of 2013 Board Activity

Traditional measures of Board activity in terms of permits granted, new lots or roadways created, development projects completed, or fee income derived do not accurately reflect the majority of the business that the Planning Board normally undertakes. The following categorized summary gives a more accurate picture of that work, much of which was generated by initiatives taken by the Board itself to support its permitting functions and Planning Board services requested by and provided to other Town and regional agencies.

Applications to the Board: Approval Not Required (Subdivision) Plans

- 871 Bedford Road 2 lots
- 121 Skelton Road 1 lot
- 61 Wolf Rock Road 2 lots
- 20, 40 and 60 Gormley Way, 81 Hanover Road (lot line adjustment)
- 220 and 240 Hanover Road (lot line adjustment)
- 97 and 101 Hanover Road (lot line adjustment)

Other Applications to the Board

- Common Driveway Special Permit, 871 Bedford Road 2 lots
- Common Driveway Special Permit, 498 Cross Street 2 lots
- Conservation Cluster Special Permit, 100 Long Ridge Road 4 lots (withdrawn)

Public Hearings not Associated with Permit Applications

- Zoning Bylaw amendment, Affordable Accessory Apartments
- Zoning Bylaw amendment, Medical Marijuana Moratorium
- Subdivision Rules and Regulations amendments

Conceptual Plan Discussions

- Accessory Apartment, 393 South Street
- Common Driveway amendment, Elliott Farms Way (Skelton Road)
- Site Plan Review, Public Safety communications tower (School Street)
- Senior Residential Open Space Community, 81 Russell Street

Planning Board Construction Oversight

- Hanover Hill (off Westford Street), roadways, common driveways, footpaths, trails, and drainage infrastructure buildout
- Greystone Crossing Conservation Cluster (off Cross Street), common drives, trail, footpath and drainage infrastructure buildout
- Chestnut Estates Conservation Cluster (off Rutland Street), common drives, trails and infrastructure buildout
- Elliott Farms Way (off Skelton Road), common driveway, construction management plan, violations of permit conditions, rare species evaluation

Planning Board Initiatives

- Completed detailed review of input toward second phase of amendments to Subdivision Rules and Regulations
- Prepared and reviewed preliminary draft amendments to Zoning Bylaws re: medical marijuana treatment centers, through MMJ Study Committee
- Continued review of 2010 Open Meeting Law amendments and implementation of PB compliance
- Staff attended seminars and training by American Planning Association, Citizen Planner Training Collaborative, Mass. Association of Planning Directors, and Federal Emergency Management Agency
- · Researched and evaluated potential grant support for general land use planning activities

<u>Planning Support Services Provided to Other Boards, Departments, Towns and Regional Entities</u>

- Revised, at the OS&R Committee's request, the Board's 7-yr. Action Plan initiatives for the revised 2013 Open Space & Recreation Plan
- Provided documentation of all approved map changes from 1/1/04 12/31/12 to OS&R Plan
 Committee to prepare for update of Town's GIS database
- Prepared documentation and mapping of history of Carlisle development over time for OS&R Plan
- Reviewed and voted formal approval of completed OS&R Plan
- Worked with Assessors to integrate GIS mapping and annual tax map updates
- Reviewed and provided recommendations to Selectmen regarding Town acquisition of Chap. 61A property at 776 East Street, and disposition of tax title property at 669 Bedford Road
- Reviewed and advised Selectmen, in consultation with the Conservation Commission, regarding potential appeals to FEMA's preliminary revised Flood Insurance Rate Maps
- Reviewed and provided to Building Commissioner PB file information regarding accessory dwelling units at properties at various locations

- Reviewed and commented upon the Selectmen's policy on plowing public and private ways
- At request of Affordable Housing Trust, considered their presentation regarding a plan to address 40B challenges to the town, including consideration of affordable housing development on Banta-Davis Town land
- Provided support for the Town's development of a master plan for property at 338 Bedford Road, for various purposes including subsidized housing for disabled residents
- Reviewed and advised Selectmen on potential LIP support for 40B affordable housing application for 100 Long Ridge Road
- Provided background of various Planning Board matters, including issues of properties not in compliance with the Zoning Bylaws, to newly-appointed Town Counsel
- Provided continued support through the Town Administrator and in conjunction with Westford and Acton for funding to extend the Bruce Freeman Rail Trail through Carlisle
- Reviewed revised Mass. Zoning Reform legislation at request of Town Administrator

Other Business

- Annual budget analyses and projections at request of Finance Committee
- Technology management, including but not limited to upgrades of office software and hardware
- Staff and Board member re-certification of completion of State Ethics Law training

Membership

In the 2013 annual elections, three 3-year positions were available, as well as the 2 years remaining in the term of Dan Holzman, who had resigned in 2012. David Freedman, who has served in a series of appointed, elected and Associate Member positions on the Planning Board continuously since 2002, opted to run for the 2-year seat. Marc Lamere ran for reelection to a third term, and Karen Andon sought her first full term as an elected member. Jeff Johnson decided not to run for a second term, but former Zoning Board of Appeals member Ed Rolfe volunteered to run for that third full-term seat. With this strong, experienced slate of candidates endorsed by the Town Caucus, they ran unopposed in May, and so the Board's high level of experience and expertise has been maintained. In the fall, when the Board anticipated an application for a major special permit project, where two sitting members owned nearby property and would likely ask to be recused from the deliberation, Board members reached out to town residents with experience on the Planning Board or other permitting boards to try to fill the two long-vacant Associate Member positions. This effort succeeded when two recent Planning Board members, Tom Lane and Brian Larson, stepped forward to serve in those roles and in November they were jointly appointed by the Board and the Selectmen to serve until June, 2016. With the Board's 2013 reorganization, Marc Lamere was elected Chair, Nathan Brown continued in the Vice Chair position, Jonathan Stevens was elected as Treasurer, and David Freedman was re-elected as Clerk.

Planning Board members continued to emphasize the importance of maintaining liaisons with other boards and committees. Marc Lamere serves as liaison to the Selectmen and is a member of the Trails Committee and the Conservation Restriction Advisory Committee. David Freedman serves as the Board's representative on the Community Preservation Act Committee, as liaison to the Conservation Commission and the Recreation Commission, and

as alternate liaison to Town Counsel. For 2013, he was also a member of the Open Space and Recreation Plan Committee. Michael Epstein is liaison to Town Counsel and alternate liaison to the Conservation Commission. Karen Andon is liaison to the Board of Health, alternate liaison to the Zoning Board of Appeals, and represents the Board and the Town on the Minuteman Advisory Group on Interlocal Coordination (MAGIC). Nathan Brown represents the Board as a member of the Historical Commission, and this year was appointed as a member of the Medical Marijuana Study Committee. He is also the alternate liaison to the Selectmen. Jonathan Stevens is liaison to the Housing Authority, and Ed Rolfe is liaison to the Zoning Board of Appeals, the Carlisle Energy Task Force, and alternate liaison to the Board of Health. Finally, this year Epstein, Brown, Stevens and Freedman also served as the Board's appointees to the Town's ad hoc 338 Bedford Road Master Planning Committee, and Epstein represented the Board on the search committee for a new Town Counsel.

Support

The Planning Board benefits from high quality professional assistance, having engineering consultants with a broad range of expertise available to assist in the technical review of the plans brought before the Board, work that is paid out of restricted special 53G accounts funded by applicants (with any unused funds ultimately returned to them). The Board uses the services of Nitsch Engineering, Inc., of Boston, and LandTech Consultants, Inc., of Westford. The Board also relies on the expertise of Town Counsel, Miyares and Harrington, LLP, newly appointed by the Selectmen in 2013, to help interpret zoning and subdivision law and to represent the Board in litigation. Currently, there is no outstanding litigation against the Board.

The Planning Board's staff has continued to provide excellent service throughout the year. Planning Administrator George Mansfield has completed his eighteenth year providing professional support to the Board, and Gretchen Caywood, appointed as part-time Administrative Assistant in 2005, gives the Board the resources it needs to carry out its many duties. Ms. Caywood has also continued this year to perform the complementary, but demanding, roles as part-time Assistant Town Clerk and Secretary to the Historical Commission.

The Year Ahead

During 2014, the Board will continue to confront the challenges of the changing needs and resources of the town. The Board also expects to continue to provide planning advice to others in their efforts to interpret and amend the Zoning and General Bylaws to meet the needs of the Town. While it is difficult to predict the level of new development activity even though the economy has shown signs of some significant improvement this year, with the Town's ongoing long-range planning efforts, and with the expectation of continuing applications for both conventional and affordable housing development and the build-out of approved projects—including the first SROSC application since 1996, the potential development at 338 Bedford Road, and a 40B proposal, 2014 is expected to be a busy year.

In all matters, the Planning Board will, as in the past, be working with the Town's other land development, public health, and environmental protection agencies. In this manner, the Board's goal is to achieve cost savings through better coordination, as well as to preserve open space and rurality, provide a diversity of housing choices through a managed process,

safeguard water quality and quantity, and control the fiscal and other impacts of new development upon the town.

Planning Board Members:

Marc Lamere, Chair Nathan Brown, Vice Chair Karen Andon Michael Epstein David Freedman, Clerk Ed Rolfe Jonathan Stevens, Treasurer

Associate Members:

Tom Lane Brian Larson

RECREATION COMMISSION

The Recreation Commission continues to develop and deliver a selection of fee-based arts & crafts, life skills and fitness programs to residents of all age groups. During the year 2013 there were approximately 1200 enrollments in combined winter, spring, summer and fall programs, which stayed consistent with the 2012 enrollments.

Operations ran smooth through 2013 with a staff of one, Holly Mansfield (Director).

We would like to take this opportunity to thank Rick Amodei (Chair), Mark Spears, Dave Moreau, Noreen Ma and Kevin Smith for their continued efforts and dedication in serving on the Recreation Commission here in Carlisle.

Need for Fields still exists

It has been evident for the past several years that in Concord and Carlisle there is a lack of adequate practice and game fields to meet the growing demand for safe and functional athletic fields. For many years, Carlisle has been able to capitalize on the goodwill of our neighbors and utilize fields in Concord. Concord has made a major commitment over the past decade to add new fields and to upgrade and rehabilitate existing facilities. Given the ratio of Carlisle youth participants in the joint Concord/Carlisle a program, Carlisle is further out of balance in the number of fields contributed.

Given the need for more fields in Carlisle, the Recreation Commission expressed its concerns at Town Meeting in 2013 in response to proposals to use the location of existing recreation facilities on the Banta-Davis Land for municipally supported affordable housing. In addition to the reduction in land for current and future recreation needs, housing at Banta-Davis may limit activities at existing town playing fields. Aside from facilities on school property at Banta-Davis and Spalding, the Town currently has no in-town alternative for recreation facilities.

In spring 2004, additional land with room for a single playing field was acquired for active recreation at the Benfield Parcel A site using Community Preservation Act (CPA) funds. This parcel is the only land in Carlisle specifically dedicated to active recreation. Subsequent to the acquisition, however, environmental concerns, the need for a lengthy access road through bordering vegetated wetlands including a certified vernal pool, and neighborhood opposition impose significant obstacles to development of a playing field at this location. Accordingly, there are no immediate plans for a playing field at this site and the additional CPA funds budgeted to design fields on this parcel are unlikely to be spent.

In response to resistance from the Conservation Commission in the past, the Recreation Commission has not been seeking fields on Conservation lands at Foss Farm and the Bisbee Land for several years. Nevertheless, other Town officials have repeatedly raised these as viable alternatives to fields at Banta-Davis. With an explanation that the question was being posed to clear up any potential confusion in the community regarding actual options for playing field space, the Recreation Commission made a formal request to the Conservation Commission in late 2013 to address the possibility of locating active recreational fields on conservation lands in Carlisle, and particularly on the Bisbee and Foss Farm conservation

lands. In response, the Conservation Commission posed some questions to Town Counsel regarding such possible use. The Conservation Commission's well researched response made it clear that Foss and Bisbee (and other conservation restricted land) are not options for future fields. The response also endorsed RecCom's position that centralized fields are preferable as it minimizes the impact on the environment.

In order to quantify the need for additional fields in Carlisle, the Recreation Commission, with support of the Selectmen, engaged Gale Associates, a reputable field analysis and design firm located in Weymouth, in late 2013 to assess the condition of current fields, to assess demand through data gathered from the schools and sports leagues and a community survey to be done in 2014. Gale was engaged because of their current involvement with similar planning in Concord and thus their familiarity with many of the shared recreation facilities between the two communities. Gale will also investigate ADA compliance of existing fields and facilities and provide recommendations. The results of this study will be used to formulate a realistic plan going forward.

Existing Fields & Facilities

Currently the Recreation Commission schedules and maintains one 90 ft. baseball diamond, two 60 ft. baseball diamonds, two softball diamonds and two multipurpose fields. In addition, the Commission maintains an asphalt running track, two tennis courts, a tot lot playground, and a fitness cluster. In the past several years of a stressed fiscal budget, the existing field resources have been showing signs of wear and ill repair. To address this short term, the RECCOM graciously accepted donations amounting of \$5,000 each from the Concord Carlisle Youth Baseball and Concord Carlisle Youth Soccer organizations. These moneys will be applied to some restorative maintenance in the 2014 season.

Needed Fields & Facilities

Previous projections indicated that over the next six years there is a need for two additional 60 ft. baseball diamonds, one additional softball diamond, three additional multipurpose fields, two additional tennis courts, two outdoor basketball courts, a cross country running course, two paddle tennis courts, a skateboard facility and a playground for ages 5 – 10 year olds. These needs will be refined in 2014 through the results from the Gale fields study. The Recreation Commission is also committed to increasing user and spectator ADA accessibility to all recreational facilities.

The Recreation Commission is also beginning to investigate alternate facilities for the growing community educational programs and workshops. Program space continues to be a problem. We are grateful to have the use of Town Hall for most adult classes and several children's classes and for the use of the school gym facility in the evenings and on weekends for both adult and youth programs. We also hold classes at St. Irene's Church and appreciate their cooperation with the use of space. The Commission will continue to work collaboratively with the town and the school and other venues in planning and improving shared spaces. We hope to gain regular access to the "Community Room" at the Carlisle Public School for classes and after school programs year round. The Highland Building could provide excellent resource space for several classroom oriented programs if and when it is completed. The Recreation Commission is also interested in working with other Town boards and citizens in discussions regarding possible use of a portion of the recently

purchased property at 338 Bedford Road for a combination Community/Senior/Recreation Center.

Pending the results of the Gale study, existing fields and previous plans for expanded facilities on Spalding Field and Banta-Davis are shown below.

NOTE: Existing facilities are in bold. (Proposed facilities are in parenthesis.)

	-						
	90'	60'	Softball	Multi	Tennis/	Track	Equestrian
	Baseball	Baseball	Child/Adult	Purpose	Basketball		
					Courts		
Spalding	1	1	1 + (1)	1/2	2		
Banta-Davis		1 + (2)	1	1 + (1)	(4)	1	
Foss							2

Multipurpose includes soccer, field hockey, lacrosse, flag football, frisbee, etc.

Fields and Facilities Maintenance

The Recreation Commission administers the contract for field fertilization and pest management, which during 2013 continued the organic program. A three-year contract for field maintenance (mowing, trimming, field refurbishments and management) was awarded in 2013.

BANTA-DAVIS: The Recreation Commission has responsibility for maintaining and scheduling the fields on the Banta-Davis land. The Rory Bentley Fitness Cluster is also located at Banta-Davis.

SPALDING: The Recreation Commission has responsibility for maintaining and scheduling the playing fields at Spalding. Careful coordination with the school sports and other youth group usage and maintenance of the fields at times required mowing at one end of Spalding while activities were ongoing at the other end. The Recreation Commission would like to thank all of the groups for their cooperation and patience.

DIMENT PARK: The tot lot is used as a place for children up to age 5 years old as one of the only venues in town to meet and socialize. A safety audit was recently complete and maintenance issues will be prioritized and addressed. In 2013, a new fence was installed and safety issues were addressed.

BANTA PLAYGROUND

In 2013 the Carlisle Boy Scout troop 135 with some assistance from the DPW recycled the tot lot discarded from the school building project and installed it next to the Banta-Davis Soccer field.

TENNIS COURTS: Tennis lessons for adults and children were offered for five weeks in the afternoons in spring and for five weeks in the mornings and afternoons in the fall. The summer program utilized the tennis courts from 9:00 AM to 3:00 PM Monday through Friday over a six-week period for children's lessons. Because Banta-Davis Phase 2 project for new courts has yet to be approved, the tennis courts will also need some repair in the near future.

Programs

Recreation programs included a variety of recreational opportunities to meet the needs of all segments of our community within the constraints of having no dedicated indoor Recreational facility in town. We offer a range of fitness, arts & crafts and life skills classes during the spring, summer, fall and winter seasons using the town hall and school facilities as well as some outside vendor locations. The Summer Fun Program for youth (age 4+) is offered for six weeks during the summer using the school facility and the outdoor recreation facilities. About 10 young people are employed during the summer as counselors and swim instructors. We offer a wide range of programs for residents in Carlisle to include all ages and interests. Programs include a variety of health and wellness, toddler, science, arts, sports, and educational classes. Ski programs for youth were offered at Nashoba Valley Ski Area in Westford. Basketball programs for adult and youth ran every night in the winter and on weekends in the Corey Gym at the Carlisle Public School. Adult evening badminton and basketball was also popular again this year.

Boardwalk Project

The Recreation Department received a grant from CPA in 2013 to construct a boardwalk between the Spalding and Banta-Davis facilities. Once completed, this will provide an exceptional resource for the school that will allow access to the Banta-Davis facility for sports activities and will also become an enhancement to the community's path and trails resources.

Giving back to the Community

The Recreation Commission's goal is to provide quality programs for all residents of Carlisle and to reinvest in our community. Every year the Recreation Commission gives back to the community from the excess fees generated from our programs and from gifts and grants received for recreation projects.

We are fortunate to have many teenagers and adults performing community service as chaperones, coaches and referees. Often their service means a program can run despite low enrollments or at a lower cost. Sometimes their service allows a child to continue taking swim lessons or participate in a seasonal program when they might otherwise need to forego such an opportunity due to financial circumstances.

The Recreation Commission is very happy and pleased to have senior citizens helping us as part of the Town of Carlisle Senior Work Program. These individuals have brought relief with enthusiasm and good humor to an otherwise over extended staff.

We are grateful for the support of the Concord Carlisle Community Chest and the donations to Carlisle Recreation from residents of Carlisle. These donations all contribute to the well-being of our community.

Members: Rick Amodei, Chair Mark Spears Dave Moreau Noreen Ma Kevin Smith

CARLISLE TRAILS COMMITTEE

The Trails Committee in 2013 pursued its five major goals: 1) public education, 2) maintaining existing trails on public land, 3) working to preserve trails on private land being developed, 4) creating new trails, and 5) advising the Selectmen on trails issues.

Public education —The committee led six public walks this year. A January full moon night hike at Foss Farm drew 30 people on a clear, cold night. In April, 32 people toured the Elliott land in advance of a Town Meeting vote on the Elliott Preserve. Also in April, we co-sponsored a vernal pool walk with the Conservation Foundation and Conservation Commission at the Cranberry Bog. Dr. Bryan Windmiller talked about life in a vernal pool and caught a number of critters for the 25 participants to examine. On a nice June afternoon, as part of the Riverfest, 35 people walked from Foss Farm to the new Elliott Preserve using the new Foss boardwalk. On Old Home Day in June, 23 walkers joined the 7-mile Double Sundae Sunday Saunter with stops at both of Carlisle's ice cream stands, finding relief from the hot and humid weather. The annual post-Thanksgiving walk in Estabrook Woods was chilly but sunny, attracting a large group of 61 to enjoy the natural sights and historical sites.

The Trails Committee's guide book to the Town's conservation lands, "Trails in Carlisle", continues to sell well at the Town Hall and Ferns Country Store. Individual trail maps are available on the Trails Committee web site, <u>carlisletrails.pbworks.com</u>. The web site, extensively updated this year by volunteer Lisa Ankers, links to the Town's web site, and also includes information on the Carlisle Trekker Award and notices for upcoming walks and work days.

This was a record year for Trekker Awards, with 8 people earning the award for hiking all of Carlisle's trails: Marc Lamere in February, Sally Duscha in July, Paul Bergeron (and his dog Casey) in November, and the Teabo family (Pauravi, Tim, Somil, Jake, and Caleb) in December. The total count of Trekkers is now 27.

Trail maintenance – There were no major natural disasters this year affecting trails, a nice break from the previous two. In addition to committee members clearing trails throughout the year as problems were reported, we invited volunteers to help in two public work days. In October, 7 people came out on a rainy day to clear encroaching brush on the River Trail. On a nicer day in November, 19 people helped clear trails in Great Meadows, Hart Farm, and the Otter Slide Trail.

Other maintenance projects included replacing a small bridge in the Towle Land, rebuilding a boardwalk damaged by a falling tree and replacing numerous rotted boardwalk boards in Great Meadows, and repairing a boardwalk on the Rockstrom Trail. We added a bench facing the Concord River to the longest boardwalk on the River Trail in Great Meadows. With help from volunteer Jic Davis, a donor recognition plaque was installed at the wildlife observation platform in the Benfield Conservation Land. New beaver activity flooded the Otter Slide Trail in the State Park near the end of the year, a problem to be addressed in 2014.

Preserving trails and new trails – After a unanimous Town Meeting vote, the Elliott Concord River Preserve was purchased by the Sudbury Valley Trustees with a conservation restriction purchased by the Town. Volunteers from Carlisle, IBM, the AARF Agility Club, and SVT staff and volunteers spent 4 days in June and August building and improving trails in the property. In May, 23 volunteers helped the Trails Committee build a new boardwalk and trail connecting the Foss Farm parking lot to the South Field Loop. The 60-foot boardwalk was built extra wide and strong to permit equestrian use. The trail connection gives access from the Foss parking lot to CCF's Bose property (boat launch) next to the Rte. 225 bridge and to Skelton Road, a short walk from the new Elliott Preserve. A new trail in the Greenough Land created a loop between the main parking lot and the Blueberry trail at its crossing of Maple Street. A new loop trail in the Town Forest connecting two dead-end trails was laid out but not cut pending a wildlife study by the Land Stewardship Committee. A trail license providing a critical connection from Carlisle to over 600 acres of Acton conservation lands was given to CCF by Andy and Rebecca Mullen. Late in the year, trails were created in Carlisle's Ben's Woods and Acton's Robbins Mill to connect the two towns.

Interfacing with other boards and committees – We worked with the Open Space and Recreation Committee on the OS&R plan, which was essentially completed this year. Committee member Louise Hara chaired the OS&R committee and former member Kevin Smith prepared the maps. We worked with the Pathways Committee on plans for future expansion of the pathway system. We worked with the Board of Health on the placement of tick warning signs at trail entrances. We worked with the Recreation Commission on plans to build a footbridge between Spalding Field and the Banta-Davis Land, supporting their successful CPA request at Town Meeting, flagging the bridge location, and reviewing engineering plans. We worked with the Conservation Commissions in Carlisle and Chelmsford to discourage use of a new bootleg trail in a sensitive wildlife area at the Cranberry Bog.

Finances – At year's end there was \$11,270 in the Trail Maps revolving fund and \$13,286 in the CPA account.

Acknowledgement - The Trails Committee would especially like to thank the many volunteers from the community who have helped in our trail projects through the year. We also wish to acknowledge the unnamed volunteers who quietly maintain trails in their neighborhoods without direct involvement of the Trails Committee. Without volunteers, the Town wouldn't have its wonderful trail system.

Members:
Steve Tobin, chair
Louise Hara, vice-chair
Marc Lamere, treasurer
Bert Willard, secretary
Alan Ankers
Henry Cox
Warren Spence
Report submitted by Steve Tobin

CARLISLE YOUTH COMMISSION

The Carlisle Youth Commission continues to sponsor Friday Night Live (FNL) on the first Friday evening of each month during the school year. At these events we offer dancing, games, and other activities for all Carlisle sixth, seventh, and eighth graders. During the 2012-2013 school year, we hosted 1341 attendees, for an average of 149 per FNL. At these events we maintained a 17 to 1 student to chaperone ratio. Each of our chaperones must have an approved CORI form on file with the Carlisle Public School in order to chaperone. In addition to the monthly FNLs, the Commission hosted one dodge-ball tournament, which was very well attended. This year we included the 5th Graders for the first time. They had a blast.

In 2013 Commission member Nicole Pinard completed her term. Matt Hamor replaced her on the Commission.

The Commission, through the Carlisle Recreation Department, continued online registration for the 2013-2014 FNLs.

For 2013-2014, the Commission will have other board members certified as Crowd Managers, as required by the Carlisle Fire department, to be in attendance at each FNL. Ray Jiménez and Sara Smith have taken the online certification course and are the Commission's certified Crowd Managers.

Members

Ray Jiménez – Co-Chairperson/Website Coordinator Sara Smith – Secretary Tom Ratcliffe – Treasurer Dawn Hatch – Co-Chaperone Coordinator Alexandra Walsh – Co-Chairperson Ray Jimenez – Website Coordinator Michelle Small - Publicity Matt Hamor – Special Events Coordinator

LIBRARY & EDUCATION

GLEASON PUBLIC LIBRARY

Gleason Public Library Mission Statement

The mission of the Gleason Public Library (GPL) is to be an integral part of the Carlisle community by offering a wide variety of popular and reference materials in various formats to meet the recreational, informational, educational, and cultural needs of Carlisle's citizens. In addition to encouraging life-long learning for members of the community, the library serves as a supplemental resource for students of all ages and as a resource for community information.

New & Improved Services

GPL continued to offer a wide-range of services, including access to over 64,000 locally held books, audiobooks, DVDs, magazines, and newspapers, and eBooks, as well as almost three million titles via membership in the Merrimack Valley Library Consortium (MVLC). GPL also provided access to computers, printing, online research databases, and the Internet. In 2013, GPL added the following services:

<u>Computers & Equipment</u>: A new iMac loaded with Adobe Suite and a new color printer were added to the public computer area. Two iPads, pre-loaded with library-owned digital magazines, were added to the first floor sitting areas.

Online, Downloadable Resources: The library added a variety of new online resources, resulting in a significant increase in the library's collection of downloadable and streaming materials, including *Zinio* for magazines^{1,2}; *One-Click Digital* for audiobooks; *Freegal* for music; and *IndieFlix* for short, independent films.

<u>Catalog</u>: In December, MVLC introduced a mobile-friendly catalog.

<u>Awesome Box</u>: Patrons were encouraged to drop library materials they particularly enjoyed in a special new "Awesome Box" return bin. All items dropped in the box were uploaded to a special "recommended" list on the library's website.

<u>Calendar of Events</u>³: The library began offering a new printed quarterly calendar of events.

Building & Grounds

<u>Art at the Gleason</u>¹: As part of its mission to provide for the cultural needs of Carlisle's citizens, GPL offers space for art exhibits. These exhibits were curated entirely by volunteers. There were five shows in 2013, showcasing work by sculptors David Diamond, William Bloomfield, and Bill Cohn; painters Louise Arnold and Nina Nielsen; and photographer Dianne Bunis. Group shows were presented by the Carlisle Artisans, the Carlisle Public School (directed by Rachel Levy and Courtney Longaker), and the Carlisle Recreation Department (directed by Anna Bella Solis). Labor posters from the collection of Stephen Lewis were also exhibited. Several artists supplemented their exhibits with special workshops and lectures.

<u>Septic System</u>: In 2013, the library proceeded with plans to replace and relocate the library's septic tanks. A special warrant article (Article 19) was presented and approved at the Town Meeting on Monday, April 22, 2013, for the sum of \$34,000. The project was put out to bid in the summer; the resulting bid was beyond the allocated budget. Plans were made to request additional funding for this project at the 2014 Town Meeting with the expectation of completing the project in August 2014.

<u>Furniture</u>: In 2013, the library requested and received capital funds for the purchase of new chairs for the public computer area. The new chairs were installed in December.

<u>Flat Roof</u>: Heavy snowfall early in 2013 resulted in several leaks in the flat roof. During repair, it was recognized that the flat roof was retaining water and needed significant repair. Supple Construction Contracting Inc. was hired to investigate the current status of the flat roof and develop a plan and cost analysis for long-term repairs. Plans were made to request capital funding to repair and/or replace the roof in 2014.

<u>Water Quality</u>: During routine maintenance, it was noticed that the plumbing and HVAC systems were being adversely affected by rapid pipe corrosion. Subsequent water tests conducted by Small Water Systems Services revealed low pH levels and very high total dissolved solids. Plans were made to investigate corrective options in early 2014.

Love of the Written Word

From story times for young children to senior citizens' book clubs, GPL fosters a love of reading for all ages. GPL was pleased to offer the following:

<u>Story Times</u>¹: Story times were offered for infants through children aged six. Over eighty sessions were attended by a total of over one-thousand children. Noah's Ark Preschool visited GPL monthly for a story time session. Several drop-in story times were provided at the Carlisle Farmer's Market during the summer months. Story times were led by Seana Rabbito, Marty Seneta, and Tahleen Shamlian.

<u>Book Clubs</u>: A variety of book discussion groups met regularly at the library, including the Science Fiction/Fantasy Book Club (led by Charles Schweppe) and the Community Book Club (led by Mary Zoll) for adults, and three book clubs for children (led by Marty Seneta and Tahleen Shamlian).

<u>Reading Poetry Anew</u>: This monthly group met to read and discuss the art of poetry (led by Mary Zoll).

<u>Poetry Contest</u>¹: GPL held its third Annual Poetry Contest during National Poetry Month in April. The theme was "Dreams." The winners were Chase Rule, Maggie Barry, Rebecca Bishop, and Bruce Goldberg. Honorable Mentions were awarded to Nora Molten, Fiona Gormley, Rholee Xu, Cassidy Smith, and Paul Bergeron. Winning poets were invited to recite their poems at a special poetry reception.

World Book Night: The library participated as a community host in the 2013 National World Book Night.

<u>Read to a Dog</u>: Children were able to improve their reading skills by reading a favorite book to a specially trained "listening" dog.

Children's Programs & Events

In addition to regular story times, crafts, book discussions, and family movies, the Children's Department offered the following events in 2013. All events were coordinated by Marty Seneta and Tahleen Shamlian unless otherwise noted.

<u>Summer Reading</u>¹: 170 children signed up for this year's event. Reading incentives included a special Book Bingo and Reading Raffle (over 500 entries were submitted). Summer Reading included the following special events: a Kickoff Party for grades 1-8; *Walkalong Gliders* with Phil Rossoni; *Laughter in the Library*, presented by mime Robert Rivest; Readers of the Lost Book, presented by magician Mike Bent; and special End of Summer Parties. Craft workshops included magic pictures, rainsticks, and duct tape construction.

<u>30th Annual Pumpkin Spectacle</u>¹: In 2013, 53 pumpkins were entered by students in grades K-4. The event featured a mad science magic show presented by Awesome Robb, followed by a pumpkin contest at the library.

<u>Seismology</u>^{1,4}: Special workshops focused on seismology and the earth sciences were presented by Stacey Moulis from the Boston College Educational Seismography Project. Topics included Minerals, Earthquake Engineering, Glaciers, Volcanoes, and Build-Your-Own Seismograph. Senior Librarian Martha Patten also offered an Intro to Seismology workshop for area homeschoolers.

<u>Special Event</u>: Star Wars Symposium, ⁵ presented by Peter Struzziero

Teen Programs & Events

GPL offered a variety of regularly scheduled and special events for Carlisle teens and tweens. All events were coordinated by Tahleen Shamlian.

 $\underline{TOGA^1}$: Teens of Gleason Advisors met monthly to discuss and plan upcoming events, submit feedback about the Teen Department, and participate in a short, fun activity.

<u>Early Release Movies</u>¹: Each month on the Carlisle School's early release day, GPL screened a movie for students in grades 5-8. Attendance increased substantially in the fall and winter to over forty regular attendees.

<u>Special Events</u>¹: John & Hank Green: An Evening of Awesome; Robots: Up Close and Personal; Author Visit with Cal Armistead; The Civil War in Your Hands; and Henna Tattoos and Yoga Workshop

<u>Craft Workshops</u>¹: Halloween Craft: Ghosts in Mason Jars; Holiday Cards for Soldiers; and Gingerbread House Extravaganza (a multi-generational event)

<u>Get-Togethers</u>¹: Un-Valentine's Day Party; Gaming Day; Board Games; and Thanksgiving Activities

Adult Programs & Events

GPL offered a wide-variety of educational and entertaining events for adults throughout the year. Adult events were coordinated by Martha Patten and Katie Huffman with assistance from the Council on Aging, local organizations, and a variety of volunteers.

<u>Carlisle Reads^{1,2}</u>: GPL hosted its fifth annual Carlisle Reads in January. The 2013 book was *The River of Doubt* by Candice Millard. Events for the 2013 series included book discussions; films on related topics; *The Amazon Today*, presented by Peter Alden; *An Afternoon with Teddy Roosevelt*, performed by actor Ted Zalewski; and a special Brazilian cuisine luncheon prepared by Tony DiRomualdo and volunteer cooks.

Left Behind: Evidence of Devotion & Destruction on the Gettysburg Battlefield. 2013 marked the 150th anniversary of the Battle of Gettysburg. To commemorate this event, the Gleason Public Library Endowment sponsored a special exhibit of the library's Gettysburg artifacts. The exhibit was managed by Reference Librarian Janet Hentschel, with help from Library Director Katie Huffman. Special events included: Civil War Era Songs presented by Illumination Opera; Carlisle and the Civil War presented by Paul Carpenter; A History of the Battle of Gettysburg presented by Gary Hylander; Civil War Medicine presented by Jim Burke; and an after-hours showing of the award-winning film Lincoln.

<u>Community Conversations^{1,2}</u>: Community Conversations were held twice each month and featured a variety of topics and local speakers. 2013 topics included tax exemptions, support for caregivers, aging in place, healthy eating, English smocking, reflection exercises, medical home oxygen, fraud prevention, mortgages, life-sustaining treatment, Massachusetts Trust and Probate Code, and the Community Septic Loan Program.

<u>Summer Reading</u>¹: In 2013, GPL offered its second full-fledged summer reading program for adults. Participants were invited to revisit the Jazz Age by reading two classic novels: A Farewell to Arms and The Great Gatsby. Special events included book discussions; film

showings; a Jazz lecture presented by Richard Travers; and a Farewell to Fashion historical clothing lecture, presented by Jonathan Stevens.

<u>History Programs</u>: Jason Giannetti presented a three-part lecture series on the past, present, and future of U.S. Immigration Policy^{1,2}. Author Jane Roy Brown presented a lecture on Women and Gardening in the Progressive Era^{1,7}. The League of Women Voters presented the film *Iron Jawed Angels*¹.

<u>Art & Music Programs</u>: Richard Travers presented two lecture series in 2013. One series focused on the basics of music making and the development of music; the other explored the history of American Musicals^{1,2}. Alec Hutson and the Trio Supreme provided a concert on the front lawn in July.

<u>Nature & Science Programs</u>: Carlisle's Mosquito Eaters was presented by Alan Ankers^{1,8}. A lecture on Seismography was presented by Alan Kafka^{1,4}. Wildlife biologist Curt Laffin presented a lecture on the history and future of the American Chestnut Tree.

Health & Wellness Programs^{1,2}: GPL partnered with the COA to offer a variety of health and wellness programs in 2013, including Staying Sharp, presented by Rebecca Shafir; Rheumatology, presented by Alan Marks; and Lyme Disease, presented by Dr. Sam Telford⁹.

<u>Technology Help</u>: Workshops were offered on *Zinio*, *Facebook*, and *Mobile Devices*. Greg Page presented a lecture on online security and data gathering. Residents needing technology assistance were also encouraged to book one-on-one time with staff.

Support & Collaboration

GPL could not offer the range and quality of services we do without ongoing support from the community as a whole. The library staff is greatly indebted to the following:

<u>Friends of the Library</u>: FOGPL continue to support GPL by providing funds for special events and services. One-hundred-sixty-nine members donated over \$17,000 in 2013. These funds supported a variety of museum passes, many special events, technology enhancements, and opportunities for professional development for the library staff. Author Margot Livesey was invited to speak at the Annual Meeting in December.

<u>Volunteers & Senior Tax Program</u>: Over seventy volunteers donated their time and energy in 2013. Volunteerism and the involvement of Senior Tax Workers keep GPL rolling by helping with shelving, cleaning, displays, programs, landscaping, marketing, and completion of special projects. Additionally, the Library Trustees and other committees and groups, including the Art at the Gleason Curators and the Carlisle Reads Planning Committee, donate countless hours of time to keep GPL operating.

Library Statistics

Hours open per week January—June; September—December:	55
July—August:	51
Items owned by GPL:	64,887
Items provided by other libraries:	16,360
Items provided to other libraries:	24,606
Carlisle patrons:	4,508
Total circulation:	102,345
Digital circulation:	1,983
Number of visitors:	85,381
Number of programs / attendees:	214 / 3,837

Circulation and Holdings data is based on FY2013 (July 2012-June 2013) as reported to the Massachusetts Board of Library Commissioners.

Library Staff

Director: Katie Huffman

Assistant Director/Head of Children's: Marty Seneta Senior Librarian: Reference & Technology: Martha Patten

Children's and Teen Librarian: Tahleen Shamlian

Reference Librarians: Kay Edelberg, Charles Schweppe, Janet Hentschel

Head of Circulation: Linda Dodge

Library Assistants: Jean Forman, Joan Hoffman, Kelly McMaster, Seana Rabbito, Sukie

Reed, Deena Scaperotta, Shoba Ramapriya (substitute)

Assistant to the Director: Kathryn Untermeyer Custodians: Dan Brainard, George Collins Library Pages: Harriet Smith, Matthew Hill

Board of Trustees

Steven Golson, Chair Term expires 2014
Larissa Shyjan, Treasurer Term expires 2015
Thornton Ash, Secretary Term expires 2016

Endnotes denote sponsorship/co-sponsorship by the following organizations:

¹ Friends of the Gleason Public Library

⁶ Gleason Public Library Endowment

² Friends of the Carlisle Council on Aging ⁷ Carlisle Garden Club

³ Manton Foundation ⁸ Carlisle Conservation Foundation

⁴ Susan Zielinski Natural Science Fund ⁹ Carlisle Board of Health

⁵ Nichols Foundation

Submitted by Katie Huffman, Library Director

CARLISLE CULTURAL COUNCIL

The Massachusetts Cultural Council's Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences annually. Each year, local councils award more than \$2 million in grants to more than 5,000 cultural programs statewide. The program promotes the availability of rich cultural experiences for every Massachusetts citizen.

The Carlisle Cultural Council is under the leadership of Karen Shaver and is the local cultural council for our town. This 6-member group determines grant awards each year according to a predefined set of guidelines. The purpose of the council is to bring cultural programs into our town in order to enhance our experience of art and culture. This year, our town was given \$4,250 to distribute for local events. We successfully awarded funds to 10 recipients to carry out a variety of cultural programs from puppet shows to community singing groups to orchestral performances.

During the summer, we completed a town survey of 153 total separate resident households to determine the wishes of our community for certain cultural events that may be of specific interest to Carlisle residents. This survey took place at the Farmer's Market during the summer, as well as the Gleason library, Old Home Day activities, and by personal polling.

The survey revealed the following:

When asked about the most important arts and cultural funding priorities for Carlisle, 24% of the respondents said that music was the top priority for cultural events, followed by visual arts (16%) and theater (15%), then nature (13%), science/technology (12%), literary arts (9%), then dance (9%), and other (2%).

When asked which audience you would prefer the cultural council reach. The responses were ranked as follows: children (24%), adults (21%), families (21%), then seniors (17%) and teens (16%).

However, the most revealing result of this short 3-question survey was that 41% of the respondents did not know about the cultural council, nor were they aware of the ability for certain groups to apply for grant money. As a result of this survey, the Carlisle Cultural Council has added visibility and community awareness to our activities that are secondary to dispersing grant money to artistic endeavors.

Members: Karen Shaver (Chair) Cynthia Sorn Dan Peirce Sara Vuckovic Beth Galston Liz Thibeault

CARLISLE PUBLIC SCHOOLS

The Superintendent and School Committee are pleased to present this report for 2013, a very good year for the Carlisle Public School. Strong academics, arts, and after-school programs characterized the year, which was also one of change as it began with Superintendent Joyce Mehaffey announcing her intention to retire at the end of the academic year. During the spring, the School Committee established a search committee comprised of school staff members, parents, and town representatives, along with consultants from the New England School Development Council. The search committee followed a comprehensive process to provide the School Committee with finalist candidates for the position of Superintendent/Principal. In April, the School Committee unanimously and enthusiastically selected Joan M. Wickman to fill this role. Dr. Wickman joined the district in late summer and spent much of the fall settling in and getting to know staff, students, and parents.

While the superintendent search consumed much of the School Committee's attention in early 2013, members also dealt with other matters, some routine and others unique to this year. At the January meeting, there was an in-depth discussion about school safety, prompted by the tragic shootings in Newtown, Connecticut. Many school parents attended the meeting and voiced their thoughts about security at the school. Views ranged from a desire to have an armed police officer stationed at the school to continuing with the traditional open campus. After discussions with the police chief and extensive study, the School Committee approved funding for a new card and buzzer access system for the school, and doors now remain locked throughout the school day. Two town property and planning issues were on multiple meeting agendas as members debated possible uses for the Highland School and the possibility of relinquishing control over part of the Banta-Davis land for affordable housing.

Budget development and policy review and approval were among the more routine matters addressed by the School Committee throughout the year, reflecting two of the primary roles of Massachusetts school committees. The budget process went smoothly as the budget was examined and refined over several regular meetings and discussions among town financial boards. Members review existing school policies every three years, and during 2013, twenty-one policies were reviewed and updated as needed. New policies were developed for Homeschooling, Energy Star Compliance, and Student Transportation in Staff Vehicles.

The work of the School Committee supports the school staff at all levels in carrying out our mission:

To provide a collaborative and caring community in which each student is known, understood, and valued so that students can learn to their fullest potential in a safe, inclusive environment with high expectations and clear standards for all.

In the classrooms, teachers worked closely with students at all ability levels throughout the second half of the 12-13 school year and the beginning of the 13-14 year. With the start of each academic year, teachers set expectations and standards for their students and begin to develop collaborative and caring communities within each of their classrooms. By the start of the calendar year, individual learning communities are well established, resulting in a high

level of teaching and learning throughout the school. Because of the work in each classroom, our students continue to show high achievement by all measures: internal benchmarks, MCAS, and competitions like the math league, Scholastic Writing Awards and science fair. This year eleven students were recognized for their writing, and one student received the rare honor of being awarded a gold medal on the national level. In the middle school, the highly successful seventh grade iPad project was expanded to include the eighth grade. Our district report card, issued yearly by the Massachusetts Department of Elementary and Secondary Education (DESE) indicated that our school is in the highest performing category and the 99th percentile of similar schools in the state. We continue to be a category 1 school, which means that we have met all targets in narrowing the gap between our lowest and highest achieving students.

The work the teachers do in the classroom is enhanced through the support of both the Carlisle School Association (CSA) and the Carlisle Education Foundation (CEF). The CSA provided classroom material through grant cycles in both the spring and fall of the year. Items funded in the spring included reading and writing texts, math materials, an abacus for Chinese classes, and classroom furniture to help students who need something beyond traditional desks and chairs. The fall grant cycle provided funds for library re-organization through color-coding, sculpture materials, science books and DNA models, and elementary anti-bullying literature. The CSA also set aside funds for recycling bins to be used in a single stream re-cycling program, which a multi-disciplinary team worked on for implementation early next year. The focus of the CEF grants is to make funds available for teachers to attend professional development conferences and workshops. In the spring, our art teachers attended a national conference, and in the fall all elementary and language arts teachers were able to participate in the National Council of Teachers of English conference, thanks to the generous support of the CEF.

This year for the first time, teaching staff and administrators began to use a new evaluation tool as required by the Massachusetts Department of Elementary and Secondary Education. Carlisle has always had a rigorous evaluation process involving goal setting and classroom observations. The new system, built around specific measurable goals, evidence collection, and classroom visits, refines and enhances the previous process and ensures that we are in compliance with state regulations. Evaluation documentation is done electronically, using software purchased for this purpose. By December, all teachers had developed goals, and administrators had observed classes and recorded their observations. The new system is a learning process for all involved.

Our students were active in the arts both within and outside classroom walls. The seventh graders held many long rehearsals, which resulted in outstanding performances of *High School Musical*. Parents, friends, and town citizens enjoyed the show and marveled at the talented acting, singing, and dancing of the seventh graders. Our youngest students in Kindergarten began their school acting careers by performing the annual Mitten Play to the delight of all who attended. The middle school bands and choirs performed in evening concerts and entertained Council on Aging members at holiday luncheons. In the spring, both the concert band and the middle school choir received medals at the Massachusetts Instrumental and Choral Conductors Association (MICCA) competitions. The band traveled to Salem, New Hampshire to perform in the Great East Festival, and choir members were chosen for the American Choral Directors Association honor choir. Both groups took part in the

town's Memorial Day celebration. Our young artists displayed their work in the annual Gleason Library student art show during March and April. In addition, twenty middle-school art students were awarded medals in the Scholastic Art Award contest.

Interscholastic competition for our athletic teams can be difficult because, in general, our teams face those from much larger schools. In spite of this, our student athletes compete at a high level, learn a great deal both in skills and sportsmanship, and win their share of games. A highlight of each fall season is the cross-country invitational event at Great Brook State Park. Hundreds of girls and boys from area middle schools race through the fields and woods of the park, and this year the event took place on a perfect fall afternoon. Coaches from other schools report that this is a favorite yearly event, not to be missed. In other sports, Carlisle fielded teams in soccer, field hockey, basketball, baseball, and softball. This year, for the first time, several students enjoyed participating in ultimate frisbee after school. Faculty members attended a training session given by the US Tennis Association, and as a result the school received tennis equipment that included racquets sized for different age groups. The physical education teachers have put the racquets to good use as they are now offering tennis instruction as part of the physical education curriculum.

For the past several years there have been after-school classes in science, technology, engineering, and math (STEM), as well as art. Recently the program was re-named STEAM to more accurately describe the activities involved, as the art club has been one of the most popular offerings. Through STEAM classes, students also participated in computer game programming, chess, robotics, jump rope, and more. Members of the jump rope team, the Hopping Huskies took part in a jump rope competition at the end of the school year. Musical theater is another popular program that, while not formally part of STEAM, drew many students and culminated in a fractured fairy tale performance for students and parents in early June.

Serious teaching and learning go on every day at school, but the students' experience is also enhanced through community service projects, fun activities, spirit days, and middle school dances sponsored by the Student Council. In the fall, there were several Red Sox spirit days during the playoffs and World Series when students and staff wore their Sox gear to celebrate the team. The Halloween parade is a cherished tradition in the elementary school, and this year students arrived to find their teachers and other staff members dressed as *Despicable Me* minions. Staff who participated will remember for a long time the looks of wonder on the faces of the young students when they saw the gathering of minions. The Student Council entertained Carlisle's senior citizens at a spring tea, and many town citizens enjoyed the sixth grade spaghetti supper in October. At field days in June, students had a chance to demonstrate their physical education skills, and play on inflatable obstacle courses, partially funded through Student Council activity fees. The Student Council and individual classes participated in community service projects, such as a pajama drive, book collection, used eyeglass collection, and penny war. The CSA organized a bingo night, a skating party, and ice cream socials for different grade levels at various times during the year.

As each academic year winds down, there are farewells to be said. In June ninety-seven eighth graders graduated. Many had been at our school for nine years since kindergarten, and we will miss them and wish them all much future success. The eighth graders' growth is evident during the writing treasury program. On a morning in early June, parents, eighth

grade students, and their teachers gathered to review the students' writing treasuries, which were collected through their time in Carlisle. This is an emotional and uplifting event for both students and parents as they reflect on their years in Carlisle. Most years there are also staff changes in June. This year, Peter Darasz and Sandy Kelly, both long-time, highly respected, and greatly loved teachers retired and were honored at a reception sponsored by the CSA. At the same ceremony, the CSA, parents, staff, students, and School Committee members recognized and thanked Dr. Mehaffey, and Karen Slack, retiring Director of Student Support Services for their years of service. We wish them well in their retirement years.

In closing, we would like to thank the citizens of the town of Carlisle for their support. Not only do the parents of our students volunteer, contribute, and support the school in a myriad of ways, but all town citizens who both volunteer and attend our events add to the strength of our school, and we are very grateful.

Mary Storrs, School Committee Chair Bill Fink Joshua Kablotsky Melissa McMorrow Louis Salemy Joan Wickman Ed.D., Superintendent/Principal

Carlisle Public Schools Enrollment by Grade December 31, 2013

Grade	Boys	Girls	Total
Pre-Kindergarten	8	9	17
Kindergarten	42	28	70
Grade 1	37	20	57
Grade 2	36	30	66
Grade 3	28	35	63
Grade 4	39	35	74
Grade 5	37	29	66
Grade 6	31	43	74
Grade 7	47	37	84
Grade 8	34	35	69
Out of District	6	1	7
or Services Only			
Total	345	302	647

Carlisle Public Schools Administration and Faculty List Years of Service 2013 - 2014

<u>Name</u>	Education	<u>Position</u>	Began Service
Barbara Arnold	Smith College, B.A. Wheelock College, M.Ed	Kindergarten	2004
Nicole Baker	University of Massachusetts, B.A. Cambridge College, M.A	French/Spanish	1992
Joan Beauchamp	Fitchburg State College, B.S. Simmons College, M.S.	Special Educator	2002
Maya Bery	Wesleyan University, B.A. Simmons College M.L.S.	Library/Media Specialist	2013
Susan Bober	Framingham State, B.S. Lesley College, M.Ed.	Literacy Specialist	1996
Bethany Boglarski	Fitchburg State, B.A. Simmons College, M.S.	Special Educator	2003
Susan Brinner	Kalamazoo College, B.A. Lesley College, M.Ed.	Mathematics	1991
Tara Callahan	Florida State University, B.A.	Music	2011
Lynne Carmel	Castleton State College, B.S. Cambridge College, M.Ed.	Physical Education	1999
Amy Caron	Boston College, B.A. Fitchburg State College, M.Ed.	Grade 2	2003
Miriam Chandler	University of New Hampshire, B.S. Lesley College, M.Ed.	Kindergarten	1999
Leanne Christmas	Syracuse University, B.S., M.S.	Speech & Language	2001
Donna Clapp	Salem State College, B.A. Rivier College, M.Ed.	Grade 2	1993
April Colson	Quinnipiac College, B.S.	Occupational	2005

Name	Education	<u>Position</u>	Began Service
	Florida International, M.S	Therapist	Service
Patricia Comeau	Marist College, B.A. S.U.N.Y., Binghamton, M.S.	Special Educator	1991
Bradford Cranston	Bates College, B.A. Johns Hopkins, M.A.	Science	2006
Christine Denaro	Bentley College, B.S. Lesley College, M.Ed.	Grade 5	2004
David Flannery	Middlesex Community College	Supervisor, Buildings & Grounds	1975
William Gale, Jr.	Springfield College, B.S. Lesley College, M. Ed.	Mathematics	1997
Vanessa Gerade	University Of Massachusetts, B.A. Lesley University, M.A.	Grade 1	2004
Mimi Gleason	Middlebury College, B.A. Harvard University, M.Ed.	Grade 5	2008
Elizabeth Grady	University of Michigan, B.A, M.A.	Grade 3	2012
Cassandra Graham	St. Lawrence University, M.S. Boston College, M.Ed.	Grade 1	2000
Elizabeth Gray	Boston University, B.S. Penn State University, M.Ed.	English Language Arts	1998
Elizabeth Hamlet	Univ. of New Hampshire, B.A. Emerson College, M.S	Speech & Language	2000
Michaela Hardimon	Middlebury College, B.A. Antioch New England, M.Ed.	Early Childhood	1998
Kristy Hartono	Lesley University, B.S. Eastern Nazarene, M.Ed.	English Language Learner	2010
Cheryl Hay	University of Massachusetts, B.S. Fitchburg State, M.Ed.	English Language Arts	2006
Margaret Heigl	University of Massachusetts, B.S.	Physical	1993

<u>Name</u>	Education	<u>Position</u>	Began Service
	Cambridge College, M.A.	Education	Service
Kathleen Horan, RN	Lowell State College, B.S.N. Cambridge College, M.Ed.	School Nurse	1993
Shawna Horgan	Westfield State College, B.S. Fitchburg State College, M.Ed.	Grade 1	1999
Chiao Bin Huang	Chinese Cultural University, B.A. Emerson College, M.A.	Chinese	2005
Daniel Hunt	Bridgewater State College, B.A.	Physical Education	2006
Lori Jackson	Northeastern University, B.A. Northeastern University, M.S.	School Psychologist	2007
Kendra Katz	Eastern Nazarene, B.A. Mid-America Nazarene M.Ed.	Grade 4	2006
Emily King	Boston University, B.S. Lesley College, M.Ed.	Grade 4	2004
Amanda Langton	University of New Hampshire, B.A. Lesley University, M.Ed.	Grade 2	2012
Rachel Levy	Institute of Art, B.A. State University of NY, M.A.	Art	2005
Courtney Longaker	University of Massachusetts, B.A. Simmons College, M.S.	Art	1997
Kevin Maier	Manhattanville College, B.A., M.Ed.	Music	2009
Tracy Malone	Assumption College, B.A. Framingham State College, M.Ed.	Special Educator	2003
Kathryn Marsh	University of Wisconsin, B.S. University of California, Ph.D.	Science	2004
Caryl McCabe	University of Massachusetts, B.A. Rivier College, M.Ed.	Grade 4	2008
Cynthia McCann	University of Maryland, B.S. Lesley University, M.Ed.	Technology	2003

<u>Name</u>	Education	<u>Position</u>	Began Service
Constance McGrath	Boston State, B.S. Lesley University, M.Ed.	Special Educator	2007
Michael Miller	Bowdoin College, B.A. Boston University, M.A.T.	Social Studies	1994
Angela Monke	Univ. of Massachusetts, B.A, M.A.	Music	1998
Cynthia Morris	Stonehill College, B.A. Lesley University, M.Ed.	Grade 3	2000
Jason Naroff	Boston University, B.S. Lesley University, M.Ed.	Grade 4	2008
Aria Niemierko	UMass, B.A, M.Ed.	Grade 3	2010
Steven Peck	Xavier University, B.A. Boston College, M.Ed.	Special Educator	2004
Elizabeth Perry	Brandeis University, B.A. Potsdam State University, M.S.	Grade 5	1983
Michele Petteruti	Brown University B.A. Tufts, M.A.	Psychologist	2010
Marcella Pixley	Vassar College, A.B. University of Tennessee, M.A.	English Language Arts	2004
Jennifer Pray	Bridgewater State, B.S. Bridgewater State, M. Ed.	Special Educator	2007
Susan Pray	Framingham State, B.S.	Business Manager	1991
Jennifer Putnam	Mount Holyoke College, A.B. Simmons College, M.A.	Grade 5	1995
Hubertus Quaden	Katholieke Pedagogische, B.A. Lesley College, M.Ed.	Mathematics	1981
Kimberly Reid	State University of New York, B.A. Northeastern University, M.Ed.	School Psychologist	1995
Erin Rooney	Assumption College, B.A. Simmons College, M.S.	Social Studies	2003

<u>Name</u>	Education	<u>Position</u>	Began Service
Susan Ross	Ohio State University, B.S. University of Southern Cal., M.A	Occupational Therapist	1998
Jennifer Rowland	Stonehill College, B.S. Simmons College, M.Ed.	Special Educator	1999
Michelle Ruggieri	Providence College, B.A. Duquesne University, M.Ed.	Kindergarten	2013
Kathleen Rupprecht	Miami University, B.A. Northeastern, M.S.	School Psychologist	2009
Cynthia Samuels	Colorado State University, B.S. Emerson College, M.S.	Special Educator	1995
Suzanne Severy	University of Massachusetts, B.A. Lesley College, M.Ed.	Kindergarten	2000
Dennet Sidell	Gordon College, B.A. Lesley University, M.Ed. Nova Southeastern University, Ed.D	Elementary Principal	2012
Wendy Stack	Muhlenberg College, B.S. Lesley College, M. Ed. Univ. of New Hampshire, M.S.	Science	1997
Andrea Steffek	University of Colorado, B.A. Tufts University, M.A.T.	Spanish	2001
John Tiano	UMass Lowell, B.A. Rivier College, M.Ed.	Student Support Services Director	2013
Linda Vanaria	Lesley University, B.A., M.Ed.	Grade 2	2007
Heather White	Northwestern University, B.A. Syracuse University, M.S.	Speech & Language	1999
Joan Wickman	Westfield State University, B.A. American International, M.Ed. University of Massachusetts, Ed.D.	Superintendent/ Principal	2013
Claire Wilcox	Connecticut College, B.A.	Assistant to the Superintendent	2005

<u>Name</u>	Education	<u>Position</u>	Began Service
David Zuckerman	Occidental College, B.A. Tufts University, M.A.T.	Social Studies	1999

CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

The mission of the Concord Public Schools and the Concord-Carlisle Regional School District is to educate all students to become lifelong learners, creative thinkers, caring citizens, and responsible contributors in our increasingly diverse global society. We are able to achieve our mission through the investment of educators, staff, parents, and community members who work tirelessly to improve our schools.

DISTRICT GOALS

Every school year, the administration develops district goals for the Concord Public Schools (CPS) and the Concord-Carlisle Regional School District (CCRSD) which are approved by the School Committees. We focus on efforts to improve student learning by incorporating the Common Core standards in the district core curriculum, implementing common assessments in ELA and Math to monitor student progress, and by identifying appropriate interventions and adjusting instructional practices. The goals also specify improvements in analyzing student data, integrating digital tools, teacher collaboration, and teacher evaluation. In addition, we strive for prudent management of school budgets, resources, capital projects, the new high school building project, long-term solution for transportation, and resolution of fair collective bargaining contracts.

STUDENT LEARNING

At Concord-Carlisle High School (CCHS) 90% of the students earned more than 2.0 GPA, and 100% of the graduating class achieved competency determination. Every department worked on developing and implementing common assessments to monitor student progress in the core curriculum and the Common Core Standards. Computer Game Design was implemented as a new course, and Rivers and Revolutions, a unique interdisciplinary program, completed its first successful year with 95 enthusiastic students. At the beginning of the school year, all freshmen participated in a technology orientation course to become familiar with their Google Drive, First Class, X2, and Moodle accounts. Three hundred students and teachers use the Moodle site on a daily basis. Students use a variety of digital tools to access online course work, check email conference folders for class and school information, contribute to wiki forum discussions, and work with a variety of web-based platforms. Information literacy classes taught by the library media specialist instructed all students in advanced web searches, source evaluation, citation, and web-based tools for collaborating, synthesizing, and sharing work. Twenty-five students participated in Virtual High School classes each semester. Thirty Biology students participated in the Environmental Field Studies project to protect Blandings' turtles. The Robotics team built an amazing robot to successfully compete at the regional competition at WPI. The CCHS Meteorology students and teacher presented at the American Meteorological Society conference.

The METCO Program of the Concord Public Schools and the Concord-Carlisle Regional School District serves 160 students of color in grades K-12 who reside in Boston. Our METCO Program is the fifth largest in Massachusetts. CPS provides a comprehensive orientation process for families of students entering Kindergarten, concluding with a four-week summer readiness program at Alcott School to prepare students for the transition to Kindergarten. CPS also maintains a robust Family Friends Program and a strong relationship with Concord Recreation to provide enrichment opportunities for METCO students in

grades K-8. CMS instituted a Summer Academy for METCO students this year. The weeklong program focused on building students' organization, time management, and self-advocacy skills while also developing a stronger connection to Concord through field experience at CCHS, the Old North Bridge, Sleepy Hollow Cemetery, and the Robbins House Interpretive Center. Students completed a capstone project at the close of the week utilizing video technology. At CCHS, faculty continues to address the achievement gap with a combination of academic and social programming. All 9th and 10th grade METCO students are enrolled in Achievement Strategies, a course implemented to provide access to technology and direct instruction on executive functioning skills. A group of faculty also serves as mentors in POWER (Positive Opportunities with Engaging Relationships), a student leadership initiative in which each METCO freshman is matched with an upperclassmen and a teacher, forming a triad. CCHS has also strengthened its Family Friends Program so that each student is matched with a cooperating family.

At the district level, district administrators, principals, department chairs, and K5 curriculum specialists participated in the Research for Better Teaching 36 hour course, "Unleashing the Power of Collaborative Inquiry" to develop skillful teamwork in using protocols for analyzing student work and adjusting instructional practices to increase student learning. District and School site administrators also attended national training in protocols by the School Reform Initiative (SRI). The CCHS Principal, Assistant Principals, and Department Chairs modeled SRI protocols for analyzing student work and student data during faculty and department meetings.

STUDENT ACHIEVEMENT

Our students continue to achieve at high levels. The 2013 Massachusetts Comprehensive Assessment System (MCAS) results were strong with 85% of 5th grade students scoring advanced or proficient on the ELA MCAS, 88% scoring advanced or proficient on the Math MCAS, and 75% scoring advanced or proficient on the Science MCAS. Ninety-three percent (93%) of 8th grade students scored proficient or advanced on the ELA MCAS, 81% scored proficient or advanced on the Math MCAS, and 63% scored proficient or advanced on Science MCAS. Ninety-nine percent (99%) of 10th grade students scored proficient or advanced on the ELA MCAS and 95% percent scored proficient or advanced on the Math MCAS. Ninety-six percent (96%) of 10th grade students passed one of the Science MCAS. One-hundred percent (100%) of the CCHS class of 2013 received a Competency Determination as a result of passing both the ELA and Math MCAS.

The median SAT score for CCHS Class 2013 was 1840 (with 1530 as the State average). Six students in the Class of 2013 qualified as National Merit Scholar Finalists. 97% of Advanced Placement (AP) exams taken by CCHS students received a passing score, and overall 85% of AP exams were scored at a 4 or 5(the highest score). The average number of CCHS graduates planning to continue their education in post-secondary placements exceeded 95%. In a survey of graduating seniors, 82% reported they were admitted to their 1st or 2nd college choice.

The CCHS Repertory and Concert Bands earned gold medals at the prestigious Massachusetts Instrumental and Choral Conductors Association (MICCA) State Concert Festival. A record number of student musicians were nominated and accepted into the MENC All-eastern Honors Ensembles. Student artists participated in the Boston Globe

Scholastic Art awards regional exhibit and earned gold and silver keys. Student artists also participated locally in the Lexington Arts and Crafts Society Show for art majors and the year-end awards and retrospective at the Concord Art Association. More than 50 students worked together to build sets, coordinate lighting and sound for the production, and performed in Rumors. In the winter of 2013, more than 150 students performed as actors or musicians, created technical designs, built sets/props, implemented theatrical lighting and sound, and served as stage crew for the musical, A Chorus Line. In May 2013, more than 30 students performed on stage and were involved as technical crew for Shakespeare's A Midsummer's Night Dream. The CCHS Student Senate sponsored a freshmen orientation program that brought all of the incoming ninth grade students together for an informative and fun-filled day before the beginning of school. Additionally, the Student Senate has helped implement an expanded Advisory program for all four grades at CCHS. The Senate worked on many projects focused on student life: managing student stress, enhancing communication among all members of the school community, and increasing green initiatives.

At CCHS, students demonstrated their commitment to social responsibility through participation in numerous activities, raising funds to aid relief efforts in numerous countries, and participating in the Ecuador, France, and Turkmenistan exchanges. In the summer of 2013, students traveled to Bolivia to perform community service in rural areas. Locally, our students completed more than 25,000 hours of service in the surrounding communities during the 2012-13 school year. This volunteer community service is another example of CCHS students internalizing the core values of the school district.

These activities and achievements are only a sampling of the wide range of student programs and projects at Alcott, Thoreau, and Willard elementary schools, CMS, and CCHS. For more information, visit the district website (www.concordpublicschools.net) or individual school websites.

PROFESSIONAL DEVELOPMENT

The district continued to invest considerable resources in professional development providing educators with technology training in Google Drive, ActivInspire and Moodle. During the 2012-2013 school year, 18 teachers took advantage of ActivInspire training and 13 teachers were trained to use Moodle. Twenty teachers were trained in Google Drive. Additionally, we continued to expand the use of iPads as a tool for teaching and learning in K-12. K8 teachers were introduced to the new supervision and evaluation system. Training on the new model was provided by Teachers 21 to administrators, department chairs, curriculum leaders and other members of school-based leadership teams. The Concord Public Schools also adopted Baseline Edge software for managing the new evaluation system and student performance data. During the summer there were seventy-one curriculum development projects K-12. Teachers continued to develop their curriculum maps and common assessments in the core academic areas, art, music, physical education, health and library. At the elementary level, English Language Arts Curriculum Specialists collaborated with teachers to evaluate and revise rubrics and writing prompts that they had created the year before. Additionally, 16 teachers including art teachers and a librarian created STEAM (Science, Technology, Engineering, Art, and Math) curriculum .To address the Massachusetts Common Core State Standards for Literacy in Social Studies and Science, teachers continued to create lessons and assignments that assist students with informational text and persuasive and informational writing. Additionally, elementary English Language Arts Curriculum Specialists collaborated with teachers to revise progress reports based on the Massachusetts Common Core Standards for Literacy. At CMS, teachers developed "year 3" program for their bullying prevention and intervention curriculum, "CMS Stands Together". Also, at CMS, an interdisciplinary group of teachers instituted a Summer Academy for METCO students. The weeklong program focused on building students' organization, time management, and self-advocacy skills while also developing a stronger connection to Concord through field experience at CCHS and historic sites around Concord. Curriculum projects at CCHS include the development of a Social Sciences Summer Academy, a Biotechnology Curriculum and Achievement Strategies for Gr 10 METCO students.

HUMAN RESOURCES

In 2013 eleven faculty and staff members retired after many years of dedicated service. The following educators retired: Linda Levin, Alcott, 14 years; Martha Regan, Alcott, 19 years; Arlene Gluck, Willard, 17 years; and Maryann Morran, CMS, 28 years. The support staff that retired were: Billy Walsh, CMS Custodian, 30 years; Bob Wheeler, CPS/CCRSD Bus Driver, 28 years; Laura Duke, CPS/CCRSD Bus Driver, 25 years; Louisa Coleman, CCHS Administrative Assistant, 24 years; Mary Marchetti, Thoreau tutor 16 years; Bill Lorenson, Thoreau Custodian, 13 years; and Joan Rosazza, CCHS tutor, 10 years. The districts hired six teachers at CCHS, three teachers at CMS, fourteen teachers elementary (PK - 5), two K-8 teachers, and twenty-nine staff members. The majority of the new faculty and staff members filled vacancies created by retirements, resignations, and leaves of absence. The retention rate for educators at CCHS was 97.6% and for CPS 97%. The districts have significant mentoring programs to ensure that new faculty members swiftly and substantively become part of the learning communities at each school site. The human resources office continued professional development with administrators on the new comprehensive supervision & evaluation system. At CPS, meetings and trainings with administrators and teachers were held that focus on implementing the new teacher supervision & evaluation system which complies with the new state regulations. New technology was implemented to support the new evaluation system at CPS. The CTA Executive Board and the Administrative team formed a new committee to continue working to resolve issues and discuss concerns. At CCHS, implementation of the new supervision & evaluation system continued and the joint labor management committee met throughout the year. A one-year contract was completed with the Bus Drivers Association.

INFORMATION TECHNOLOGY

The integration of technology in the classrooms has dramatically increased the productivity and technical proficiency of both teachers and students. We have increased the number of devices that students have access to, and we are moving closer to the goal of 2 devices: 1 student ratio in the elementary schools and 1:1 computing environment in grades 6-12. The latest wireless technology has been installed in Peabody and Sanborn supporting the latest wireless standard, 802.11ac. The new standard improves wireless throughput significantly, while making wireless connectivity more reliable. The 1:1 laptop program using MacBook Airs now includes both the 6th and 7th grades at the Middle School, and that program has been very successful. We are also using a telepresence robot at CMS for a homebound student. At CCHS we have replaced desktops (that are 5 or more years old) with new IMacs, and older MacBooks with MacBook Airs (13" for teachers and 11" for student carts). All domain controller servers were replaced with new servers running Windows Server 2012.

These servers authenticate for the domain, handle DHCP, and DNS services for our network. The district is now an autonomous system registered with ARIN, and we have our own assigned IP space that allows us to peer with any provider of Internet connectivity. This summer we were able to re-image all of the existing and new computers in the district. We continue to make progress in our use of Aspen, and the portal is now open for CMS students for the first time. We are using JAMF Casper to manage 3835 computers, and to push out policies and updates to applications. The Digital Recording studio continues to be a major hub of activity at CCHS, supporting students who wish to record their work, learn the technical aspects of digital recording, or to learn programs such as Reason and Logic to make and record music. Our main console, which has 48 channels, is running the very latest version of Pro Tools.

FINANCE AND OPERATIONS

The districts continue to maintain excellent academic programs while meeting challenging funding goals. We have been able to sustain current programs without exceeding finance committee guidelines while enrollment and special education costs have continued to increase. State funding levels have stabilized but have not been increased to reflect expanded State data and reporting requirements. While our core budgeting principle of focusing all resources to support student learning and growth remains unchanged, an increasing portion of FY2014 CPS resources continue to shift towards enrollment driven staffing, special education and transportation needs. Conversely in FY2013, the CCHS resources had seen decreasing needs in special education, and this occurrence is not continuing in FY2014 as former K8 students are now entering the 9-12 setting. The district goals approved by the school committees provided direction to the budget process to support student learning opportunities. The district administration and school committees' work was reflective of the new \$92.5M high school project's cost impact on taxpayers and collaboratively worked with the finance committees to develop responsible FY2015 budgets during 2013. The FY2014 CPS school budget at \$31,140,538 represented a 4.65% increase above the FY2013 appropriation, and the FY 2014 operating budget for CCHS, \$23,886,464, increased 1.01% above the FY2013 level. Both the CPS and CCHS budget requests were below levy limits and matched guidelines developed by the finance committees, and for the seventh consecutive year did not require overrides. Both school districts managed successful yearend closings, and the Regional School district will increase the CCHS Technology Stabilization Fund by \$245,000. The Regional School District also committed \$300,000 towards its OPEB liability in the year-end closing process. CCRSD's Excess and Deficiency (E&D) fund balance for the past fiscal year has been maintained above the 4.8% level. The AAA bond rating has been maintained and the December 2012 \$32,500,000 Bond sale was assigned the highest possible rating by Moody's Investors Service on the borrowed funds at an effective interest rate of 3.0%.

CAPITAL PROJECTS AND TRANSPORTATION

The major capital projects for CPS included installation of security systems at each building site, Alcott flooring replacement, and completion of conference room construction at the Ripley building. For the Regional district, the new high school project highlights included nearing completion of structural steel erection, and the project remains within budget and on schedule for April 2015 occupancy. Please refer to the additional report on the high school building project from CCHS Building Committee Chairperson, Stan Durlacher. In the Transportation area, operational planning for future in house transportation services is

underway at the Knox Trail site in Acton following a successful vote at Special Town Meeting. While there are siting, permitting and purchasing issues to be resolved, the school system is grateful to Concord voters for their support in securing a permanent location.

SUMMARY

The major highlight of 2013 continues to be the exciting progress on the new high school building project. We are extremely grateful for the Concord and Carlisle communities' support, and we look forward to opening a new high school in April 2015. The districts also made significant progress in achieving the mission and district goals by increasing student learning, improving special education services, integrating technology into the classrooms, supporting faculty and staff, implementing a new educator evaluation system, and developing responsive and responsible budgets. For more information, please visit the districts' website, www.concordpublicschools.net, and review the CPS & CCRSD 2013 Performance Report.

Diana F. Rigby, Superintendent
John Flaherty, Deputy Sup. of Finance and Operations
Kathy Codianne, Director of Teaching and Learning
Kelly McCausland, Director of Human Resources
Jessica Murphy, Director of Special Education
Gene Warfel, Director of Information Technology
Peter Badalament, Concord-Carlisle Principal
Lynne Beattie, Concord Middle School Principal
Sharon Young, Alcott Principal
Nancy Peterson, Thoreau Principal
Pat Fernandes, Willard Principal

CONCORD-CARLISLE REGIONAL SCHOOL COMMITTEE

Due in large part to the strong support of the community, it was an exciting and rewarding year at Concord Carlisle High School. The most visible sign of the productive year at the high school is the rapid rise of the new building structure, which proceeds on scope, on budget and on schedule. More noteworthy, however, are the wide-ranging achievements of students, educators and staff who are engaged in teaching and learning in the current building and beyond. Outstanding work in classrooms and laboratories, in studios and on stages and out in the field and across varied athletic venues, made 2013 a remarkable year. We are grateful to the commitment of teachers, administrators and staff for their efforts to work together, to deliver on our collective mission to educate all students to become lifelong learners, creative thinkers, caring citizens, and responsible contributors in our global society.

In May, we welcomed new School Committee members Johanna Boynton and Kathi Snook, both of whom have already had an immediate positive impact.

Building Project Status

State Treasurer, Steve Grossman and leadership from the Massachusetts School Building Authority (MSBA) joined local officials, parents and community members for a *Topping Off* ceremony on December 9, marking the successful completion of the framing portion of the building project. Over the next 18 months, the Building Committee, the Administration and the School Committee will continue to work diligently to keep the project on scope, on budget and on schedule for an April, 2015 opening of a high-performing, flexibly-engineered and outfitted building that will meet the needs of 21st Century learning and be a community asset for generations.

Student Achievement

Despite the current building's shortcomings, academic achievement across grade levels and disciplines is well-documented. A full report on student performance on standardized tests appears in the Superintendent's Report. Highlights from this report show that 99% of 10th grade students scored proficient or advanced on the English Language Arts MCAS and 95% percent scored proficient or advanced on the Math MCAS and 96% of 10th grade students passed one of the Science MCAS exams. Once again, 100% of the CCHS class of 2013 received a Competency Determination as a result of passing both the ELA and Math MCAS. Even more than standardized test scores, we take pride in the fact that of the 95% of CCHS graduates who will continue their education in post-secondary placements, 82% reported they were admitted to their first or second college choice.

Enriching Experiences

Qualitative measures of success at CCHS also abound. In its second year, the school within a school, known as *Rivers and Revolutions*, is exceeding expectations and having a profound impact on student learning. Led by Peter Badalament, Michael Goodwin and a dedicated team of teachers across subject areas, this interdisciplinary, semester program gives fifty juniors and seniors a rigorous and innovative academic experience inside and out of the traditional classroom environment. In October, we learned that Michael Goodwin was

selected as one of 50 teachers featured in a new book entitled, American Teacher, Heroes in the Classroom.

We are amazed at the rapid success of the CCHS Robotics team, which won its regional competition this year and competed successfully in the "FIRST" (For Inspiration and Recognition of Science and Technology) national competition. Once again, the CCHS Meteorology students were among only two high school groups to present at the American Meteorological Society conference.

The arts continue to be another area of excellence at CCHS. Once again, the CCHS Repertory and Concert Bands earned gold medals at the prestigious Massachusetts Instrumental and Choral Conductors Association (MICCA) State Concert Festival. A record number of CCHS student musicians were accepted into the MENC All-eastern Honors Ensembles. Student artists participated in the Boston Globe Scholastic Art awards regional exhibit and earned gold and silver keys. Student artists also participated locally in the Lexington Arts and Crafts Society Show for art majors as well as the Concord Art Association's year-end awards and retrospective show. Throughout an active year, students worked on all aspects of three theater productions: Rumors, A Chorus Line (which was featured on WCVB TV as an event not to miss) and A Midsummer's Night Dream.

Across playing fields and athletic facilities, Concord Carlisle teams and individual athletes made it into post-season play-offs and several competed in regional and state championships.

Community Service

In even greater numbers every year, CCHS students demonstrate their commitment to social responsibility through participation in service projects, domestically and abroad. These activities include raising awareness of global warming here in Concord to raising funds to aid relief efforts abroad. Students participated in exchanges with peers from Ecuador, France, and Turkmenistan. In the summer of 2013, students traveled to Bolivia to perform service in rural areas. Collectively, our students contributed more than 25,000 hours of service during the 2012-13 school year. Most students contribute far more than the graduation requirement of 40 hours of service. In recognition of this meaningful accomplishment and to foster student efforts to be responsible global citizens, Peter Badalament and his administrative team worked with community member, Tim Dibble, to develop a special evening to celebrate service. It was a memorable event that inspired students and their families and will have a long-lasting positive impact.

Outstanding Faculty, Administrators and Staff Inspire Students

These exceptional results would not be possible without our outstanding faculty, administrators and staff. Together, they create a learning environment that enables our students to engage in new experiences, take risks and achieve at extraordinary levels. The school district continues to benefit from a high (97.6%) teacher retention rate and 100% of employment offers to new teachers and staff were accepted this year. Most of these new CCHS teachers and staff filled vacancies created by retirees, for whom we owe a debt of gratitude for their years of dedicated service.

September marked the beginning of the second full year of implementation of the new teacher supervision and evaluation system, which complies with state regulations under the Department of Elementary and Secondary Education (DESE). CCHS is also in the midst of a multi-year, re-accreditation process through the New England Association of Schools and Colleges (NEASC). We deeply appreciate the commitment of time and intellectual capital these two, comprehensive undertakings represent. In addition to the major DESE and NEASC demands, the administration, faculty and School Committee are working to address issues related to the findings of the 2012 TELL Mass teacher survey. Positive results from early efforts were evident in the optimistic tenor and tone of Opening Day remarks made in September and administrators, union leadership and School Committee members continue to meet regularly.

Budget and Finances

We are fortunate to live in a community that believes in supporting high-quality public education, even during economic downturns. To ameliorate the impact of the downturn, we endeavored to reduce expenses and postpone new programming, with the exception of the Rivers and Revolutions initiative.

This past October, the School Committee performed a Cost Growth Analysis for FY05 through FY14, with an estimate for FY15, based on these data. Annualized cost growth for the first five years was 5.9%. Then, the growth rate dropped sharply to 3.4%, from FY10 to FY14. While we are pleased with these results, drivers, like a 3% annual increase in employee costs, make this trend impossible to sustain (this analysis can be found within the attachments to the Joint School Committee Meeting Agenda for October 8).

A close look at the FY15 budget request reveals that after the contribution to Other Post Employment Benefits (OPEB), the increase is only 1.7% over the prior year. These historically low increases will be detrimental to the high school if continued, especially with increasing enrollment pressure. At a School Committee meeting in November, a student gave an impassioned request for more computer programming courses and his parent noted that many surrounding school districts offer more robust courses in this area. We must find prudent means to continue to honor our commitment to offer opportunities to gain the skills necessary to be successful after graduation. The School Committee looks forward to collaborative work with the Finance Committee to seek remedies for the growing divide between operating expense growth and proposed budgets.

Because of unpredictably favorable state reimbursement for Chapter 70 and Circuit Breaker allowances, we were able to reserve \$300,000 for the OPEB account, which went underfunded last year. The 2014-2015 Concord Carlisle Regional School District budget includes a full OPEB contribution.

The audit firm of Melanson Heath reported a favorable opinion of the district's financials in March. Concord-Carlisle is one of only two regional school districts in the state that carries an Aaa bond rating (Moody's highest rating).

Long Term Transportation

Despite accomplishments on many fronts, one issue eluded resolution, despite sustained effort. School Committee and community members devoted extensive hours to trying to

identify a viable location to park and maintain our districts' school buses. At present, we are still working on this issue, but have plans in place to assure we will provide on-going transportation services.

Donations Making a Difference

Our school also benefits from the generosity of citizen-run, non-profit organizations, including the Concord Education Fund, the CCHS Parents' Association and the Concord-Carlisle Community Chest. Additionally, the CC at Play organization is working diligently with the Town and the School Committees to renovate the outdoor facilities at CCHS, including adding new tennis courts, improving the lower fields, installing artificial turf on the football field, and building an outdoor amphitheater. We are grateful to these organizations and to the generosity of individuals in Concord and Carlisle for these donations that allow us to enhance our students' educational experience, despite budget pressures to reduce or level-fund existing programming.

Deep Gratitude to the Town

We thank all the citizens of Concord for their continued active support of our students and our high school. We will continue to strive to find the appropriate balance between a shared desire to sustain a high caliber public high school and a collective responsibility to be respectful of limited public resources.

Members: Louis Salemy, Chair Jennifer Munn, Vice-Chair Phil Benincasa Johanna Boynton Pamela Gannon Melissa McMorrow Kathleen Snook

CONCORD-CARLISLE HIGH SCHOOL BUILDING COMMITTEE

The 2013 calendar year brought about significant progress in the design and construction of the new high school building. This progress was rooted in the multi-year public process spanning the two previous years, including the completion of the feasibility study, schematic design, and design development phases of the project, and followed by the commencement of the construction documentation phase. Another key 2012 development which enabled 2013 progress was the procurement of construction management and pre-construction services from Turner Construction Company. As of the end of the 2012 calendar year, the design team had completed the submission of 60% Construction documents, maintained the Project Funding Agreement with the MSBA, and was beginning the process of procuring early release construction scope by vetting filed-sub-bid subcontractors via the MGL Chapter 149a subcontractor procurement process.

The early release of earthwork-related project scope in December 2012, as well as the confirmation that the project was maintaining its budget, scope and schedule goals as defined in the MSBA Project Funding Agreement, enabled the construction manager to mobilize in the first few months of 2013. Meanwhile, the design team continued its simultaneous efforts to progress the remaining design towards completion. By February 2013 the site was secured within a temporary construction fence and earthwork and limited demolition was underway. The design team also released the 90% Construction Document package, which again confirmed that the project was maintaining its budget, scope and schedule goals. This package also allowed for the early procurement of structural steel and concrete.

On-site progress continued in the spring, including moving over 100,000 cubic yards of soils to prepare the site for the new building. The construction document phase of the project was also completed, and 100% bid documents for all remaining scope were released in early April. At this time, the construction manager and OPM, KVA Associates, focused their efforts on the procurement of the remaining subcontractors and the establishment of the Guaranteed Maximum Price ("GMP") construction contract to finalize the cost for the new building as documented in the 100% bid drawings. The early release of the two prior bid packages for earthwork and structure enabled construction to progress as the remaining bids were vetted. By July, approximately 7% of the total construction value had been put in place, and the GMP contract was executed, confirming the remaining scope was able to be delivered within the total project budget of \$92.5m.

Prior to commencement of each construction activity, the Building Committee, design team, OPM and CM worked with the Town authorities to confirm that all permitting requirements were met. This process went very smoothly and resulted in all permits being issued within the planned timeframe, allowing all construction commencement milestones to be secured within schedule.

Late summer and fall 2013 saw significant physical progress on the site, with earthwork nearing completion for Phase I of the project (new building construction), as well as major progress in the pouring of concrete foundations, structural steel erection and the pouring of

concrete floor slabs. By December 2013, the building is approximately 25% complete, with foundations completely poured, steel erection substantially complete, and concrete floor slabs approaching 40% completion. The month of December also saw the commencement of work on the exterior wall and roof of the new building, most notably demonstrated by the scaffolding and plastic tarp surrounding the new structure. This temporary enclosure allows for the exterior shell of the building to begin construction, and it also allow for temporary heating to be pumped into the building to enable temperature and humidity-sensitive items such as spray-on fireproofing and concrete slab finishing to commence.

Throughout this process the Building Committee and OPM have worked with the MSBA to ensure that all requirements of the Project Funding Agreement were being met. This included submission of all milestone Construction Document phase drawing sets, as well as the final 100% bids set and the executed GMP contract for review by the MSBA. As of the end of 2013, the Building Committee and OPM remain to be working with the MSBA to completely vet the GMP contract and update the Project Funding Agreement to align with the finalized design, schedule and construction cost. This process is typical of all MSBA-funded projects, and it is anticipated that a final PFA will be executed by the MSBA in early 2014.

As of the end of 2013, the project is maintain all of its sustainability, budgetary and schedule goals, and is on track to complete Phase I construction of the new facility in time for the planned April 2015 student move. The project will then move into Phase II, which includes the demolition of the existing school complex and final landscaping, roads and paving.

CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT ENROLLMENT

OCTOBER 1, 2013

RESIDENT STUDENTS	9	10	11	12	<u>Total</u>
Concord	213	219	199	214	845
Carlisle	88	78	72	73	311
NON-RESIDENT STUDENTS					
METCO	13	12	18	18	61
Tuition Waived	3	3	4	1	11
State Wards	0	0	0	_0	0
Total Non-Resident	<u>16</u>	<u>15</u>	22	<u>19</u>	<u>72</u>
Total Enrollment	317	312	293	287	1,228
Out of Dist. Special Education					<u>45</u>
GRAND TOTAL CCRSD -					1,273

Human Resources - 2013

At the end of the 2013 calendar year the following people retired from the Concord-Carlisle Regional School District.

<u>Administration</u>	Years in Concord-Carlisle		
Support Staff			
Louisa Coleman	24		
Joan Rosazza	10		

At the end of the 2012 calendar year the following people retired from the Concord Public Schools and the Concord-Carlisle Regional School District.

Support Staff	Years in Concord and		
	Concord-Carlisle		
Laura Duke	25		
Bob Wheeler	28		

Employees – 25 Years or More of Service

Concord-Carlisle High School

<u>Educators</u>	<u>Support Staff</u>
Peter Atlas	Claudia Dellovo

Andrea

Carlisle Public/Concord-Carlisle High School

Teachers	Non-Instructional
	Court Booth
	Susan Dunn
	Rocky Griffin
	Ann Pike
	Linda Robbins
	Bud Sheridan
	Patty Siekman
	Liz Tencati
	Bob Wheeler

CONCORD CARLISLE SCHOLARSHIP FUND

The Concord Carlisle Scholarship Fund (CCSF) was established in 1966 to provide need-based grants to deserving young men and women from Concord or Carlisle to obtain additional educational opportunities after secondary school. The Fund is a tax-exempt charitable trust. Recipients must either live in or have attended school in either town.

The Fund is administered by a 16-member volunteer board of trustees (with 4 non-voting associate trustees and one emeritus trustee). Scholarships are financed through an annual appeal, a student-staffed phon-a-thon, and by income generated from memorial gifts, bequests, and named funds. For more information about the CCSF, please see the website: www.ccscholarshipfund.org.

Words from one scholarship recipient: "As a first-generation college student, I greatly appreciated the help and support of the CCSF. It was very meaningful to me and to my family that the Scholarship recognized my hard work in high school and helped make it possible for me to attend a small liberal arts college. Wellesley provided the perfect steppingstone to grad school (my undergrad adviser still writes letters for me all the time). I graduated in May 2010 on an accelerated schedule after receiving an invitation to go to Harvard to be a post-doctoral teaching fellow."

Since the Fund was founded in 1966, it has provided financial assistance to 1,123 students, and many of this total have been supported for multiple years of undergraduate study. In 2013, the trustees awarded \$162,900 to 40 high school graduates and 56 students currently in college, and the Fund's affiliated organizations supplemented this amount with \$56,450. This brings the total awarded in 2013 to \$219,350, and the combined number of students awarded scholarship assistance in that year to 96. In 2013, individual awards ranged from \$500 to \$7,500, with the average award being \$2,285 per recipient.

Traditionally, the Trustees host a brunch at the start of the new calendar year in appreciation of the Named Fund Scholarship benefactors. The annual CCSF phon-a-thon takes place over two nights using space donated by Fenn School; it is staffed by Concord-Carlisle High School (CCHS) students who are candidates for the National Honor Society. The board also supports the annual Adrian A. Martinez Road Race in June which generates additional funds for the scholarship that memorializes Adrian, CCHS Class of 2002.

Another recipient writes, "The Concord Carlisle Scholarship Fund helped ease the burden of tuition on myself and my parents. Where other Mount Holyoke friends left school with seemingly unbearable amounts of student loan debt, I was able to leave school with minimal loans that I am easily able to make payments on now."

Three new named funds were created during 2013:

The Concord and Carlisle Authors' Scholarship Fund The Gary A. Garofola Memorial Scholarship Fund The Thomas Hart Memorial Scholarship Fund

Two of these three scholarships were awarded for the first time in 2013. The Concord and Carlisle Authors' Scholarship Fund will provide an award when it becomes fully endowed.

2013 scholarships recipients are listed below.

The Acton Toyota of Littleton Scholarship

Siena Yerby

The William W. Anderson Memorial Scholarship*

Lydia Marzot

The Janet Babb Memorial Scholarship*

Matthew Chang

The Bean Family Scholarship*

Haley Hughes

The Trudy Biernson Memorial Scholarship*

Neha Bhatia

The Carlisle Garden Club Debbie Wright Scholarship

Emilie Carr

The Carlisle Old Home Day Scholarship

Jacqueline Gray Kevin He

The Eleanor Winstanley Childs Memorial Scholarship*

Rose Paleologos

The Concord Firefighters' Relief Association

Haley Hughes

The Concord High School/Concord-Carlisle High School Alumni Scholarship*

Joseph Paleologos

Christiaan Pfeifer

Wesley Palmer

Erika Schaefer

Ashley Silva

Chloe Vilain

Abigail Owen

Kristen Shinney

Margaret Waterman Sean O'Brien

Javier Flores

The Concord Carlisle Scholarship Fund *

Stefanie Allen Christopher Jordan Rachel Grande Mark Grande Kathryn Nichols Kelly Fadden Dylan Benkley Matthew Driscoll Tomasen Brady Katherine Driscoll Brendan Canavan Janiece Dottin Randy Chin Yvonne Cristy Hilary Cook Lindsay Cook Tamara Jordan Paris Marsh Jee Meen Kim Alexander Milofskey

Juliana Kulik

Julia Lesses

Jacquelyn Malis

Jacquelyn Lesses

Victoria Moniz

Ainsley Morgan

Isabel Morgan

The Concord Carlisle Scholarship Fund Trustees' Scholarship*

Thornton Ritz

The Concord Children's Center Scholarship

Zoe Hochstein-Morran

The Concord Women's Club - Ruth Bullerwell Scholarship*

Daniel Callahan

The Mary Connorton Memorial Scholarship*

Alison Silver

The Guido S. D'Asti Memorial Scholarship*

Javier Flores

The Clair Day Memorial Scholarship*

Michael Wipper

The Elaine DiCicco Scholarship*

Ajea Stupart

The Guy P. & Teresa E. DiGiovanni Scholarship Fund**

Yvonne Cristy

The Charles Evans Scholarship*

Matthew Bergwall

Margaret Wilcox

The John B. Finigan Memorial Scholarship*

Gavin Lambert

The Wilson Flight Scholarship*

Lea Guertin

The Gary A. Garofola Memorial Scholarship*

Michael Wipper

The Essie Golden Memorial Scholarship*

Breanna Andrade

The Bobby Gray Memorial Scholarship*

Casey Mandrioli

The Margaret Haggerty Scholarship*

Destinee Brodie

Yamiley Cayemitte

Austin Eifler

The Wells A. Hall Memorial Scholarship*

Neha Bhatia

The Anthony Halls-Keenan Smith Scholarship*

Javier Flores

The Thomas Hart Memorial Scholarship*

Lydia Marzot

The Ruth B. Helsher Scholarship**

Yvonne Cristy

The Christopher Hentchel-WIQH Scholarship*

Stephanie Malis

The Anna M. Holland Fund #1**

Casey Mandrioli

The Anna M. Holland Fund #2**

Chelsea Claggett

The Seitaro & Shina Ishihara Memorial Scholarship *

Lahisha Falaise

The Tama Ishihara Memorial Scholarship *

Lauren Tierney

The Vinod Jalan Memorial Scholarship *

Michelle Burke

The Casper C. Jenney & Eleanor M. Jenney Memorial Scholarship *

Kwaku Bosomprah-Bonsu

Michelle Burke

Daniel Callahan

Lilli Samman

The Diane Kenneally Memorial Scholarship *

Michelle Burke

The Knights of Columbus Scholarship *

Michael Wipper

The Sally Lanagan Memorial Scholarship*

Gavin Lambert

The Norton Levy Scholarship *

Matthew Chang

The Charles E. Manion, Jr. Memorial Scholarship* Christina Erne

The Adrian A. Martinez Memorial Scholarship*

Kevin He Zoe Hochstein-Morran Christopher Lavely

The Elizabeth A. Mattison Memorial Scholarship*

Ben Kuettel Stephanie Malis

The Mary F. McHugh Memorial Scholarship*

Maximiliano Villareal

The Dr. Barbara Schips Miller Scholarship*

Haley Hughes

The Janet Gates Peckham Memorial Scholarship*

Zachary Dowd

The Albert L. & June B. Powers Scholarship*

Jacqueline Gray

The David Prifti Memorial Scholarship*

Daniel Callahan

The Marguerite Purcell Memorial Scholarship*

Michelle Burke

The Nick Ressler Memorial Scholarship*

Jack Struck

The Rivercrest – Deaconess – Newbury Court Award

Zoe Hochstein-Morran

The Maura Roberts Memorial Scholarship*

Gavin Lambert

The Charles A. Robichaud Scholarship*

Javier Flores

The Rotary Club of Concord Scholarship

Kendra Lisenby Stephanie Malis William Moss Anthony Perugini

Madeline Mahoney Casey Mandrioli

The Rotary Club of Concord William L. Eaton Memorial Scholarship Jack Struck

The Rotary Club of Concord Thomas R. Huckins Memorial Scholarship Rose Paleologos

The James E. Shepherd Memorial Scholarship*

Thomas Pacelle

The Farnham W. Smith Memorial Scholarship*

Bruno Baker

Regina Coyle

Zachary Dowd

Eleni Hughes

Mehreen Kahn

William Murphy

Philip Stefani

Alex Zou

Andy Zou

The David S. Soleau Memorial Scholarship*

Matthew Chang

The Mark Teverovsky Memorial Scholarship*

Zoe Hochstein-Morran

The Jeanne A. Toombs Memorial Scholarship*

Neha Bhatia

The United Women's Club of Concord Scholarship

Meghan Garvey

Williston Johnson

Andrew Long

Camilla Vilain

The Video Revolution, Ralph & Ellie Grossi Scholarship*

Haley Hughes

The Williams Fund*

Jana Herman

Edward Pioli

Nicholas Ruhlmann

Siena Yerby

The Doug White Memorial Scholarship*

Chelsea Claggett Nicholas McCormack

The Charles K. Yeremian Scholarship*

Zachary Dowd

The Tameji & Chiyo Yoshimura Memorial Scholarship*

Jennifer Perugini

NOTE: Scholarships marked with an asterisk are managed by the CCSF. Four scholarships are managed by the Trustees of Town Donations of the Town of Concord. All other scholarships are managed by the named affiliate organization, listed below.

CCSF Affiliates:

Acton Toyota of Littleton

The Carlisle Garden Club

The Carlisle Old Home Day Association

The Concord Children's Center

The Concord Firefighters' Relief Association

The Newbury Court-Rivercrest-Deaconess Association

The Rotary Club of Concord

The Town of Concord

The United Women's Club of Concord

The Williams Fund

The Concord Carlisle Scholarship Fund trustees are indebted to the citizens of Concord and Carlisle and friends from other towns, as well as to the Concord-Carlisle Community Chest, whose generosity has enabled the Fund to provide scholarships to all of these deserving students. We wish all of our scholarship recipients well in their post- secondary educational pursuits.

Lindsay Smith Kafka, Chair

Albert Powers, Treasurer

Lucy V. Miller, Past Chair

Elaine DiCicco, Secretary

Dorothy Bean, Recording Secretary Molly Q. Eberle

Jeanne De Temple Amy Jolly

Barbara Fivek Rebecca Britten LoPrete

Betsy Levinson Paul Ressler Deborah Mayerson Travis Minor

John F. Mee Priscilla White Sturges

Kenneth Anderson, Associate Trustee Tom Rutledge, Associate Trustee

David Gould, Emeritus Trustee Jen Silva, Associate Trust

Teri Hale, Associate Trustee

CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

Adult & Community Education

Mission

Concord Carlisle Adult & Community Education (CCACE) provides opportunities for lifelong learning to the citizens of the school district and surrounding towns.

Collaborating with citizens and organizations, CCACE responds to community needs and interests with our communities' talents and resources, calling upon local people to develop and coordinate programs and services for children, adolescents and adults throughout the year.

We make schools available for extended-day educational use for citizens in Carlisle and Concord. We promote and support School and Town projects that cannot be funded or presented in traditional ways. CCACE is both a program of classes and educational events and a process that connects local citizens with each other and their public schools in ways that are creative, educational and cost effective.

FY 2013 Summary of Activities

2,042 enrollments in fee-based continuing education classes

476 group, individual and online courses were conducted

281 students enrolled in instrumental music lessons (32-40 sessions each)

209 new students enrolled in driver education training

2,000+ participants in walk-in programs and events (no registration or fee required)

Year in Review

CCACE provided a comprehensive program of non-credit, fee-based learning opportunities for local residents. Two hundred and four community educators contributed to the program during Fiscal Year (FY) 2013, teaching one or more courses.

The department completed its ninth consecutive year of self-funded activity in FY2013, recovering 100% of the costs for teachers, administrative and management salaries, non-salary expenses and capital investments. Department costs were \$642,181, and revenues \$646,757. The balance of \$4,577, a 1% operating margin, will be used toward FY 2014 expenses. A grant from the Concord Carlisle Community Chest provided financial aid to more than 200 local families and individuals; it ensured that no one was turned away because of an inability to pay a course fee.

Children and adults of all ages participated in community education programs throughout the year. Classes were held before the regular school day, after school, at night, on weekends, and during school holidays, at CCHS and at the Carlisle Schools. Instrumental music lessons were held throughout the year, helping young students enrich their school-day music education. The CCHS driver education welcomed 209 new students, and provided on-road training for more than 350 days throughout the year. Over 400 courses and more than 12,000 individual lessons were provided during the year. The Village University, a program

for mature citizens who seek advanced studies similar to a graduate seminar, conducted its tenth successful year of classes with its volunteer faculty.

The CCACE Advisory Committee worked with the staff and faculty and was in communication with the administration and School Committee. It promotes community access to public schools for continuing education. Advisory Committee members are appointed by the Regional School Committee for three-year terms. Citizens are urged to contact Committee members, share ideas and volunteer, so that the Adult & Community Education program may respond to community needs, further enrich the towns, and achieve our shared educational goals.

Courtland Booth, Director

Advisory Committee

Jennifer Albanese, Chairperson

Paul Anagnostopoulos, Susan Cannon, Susan Frey (completed service in 2013), Meg Gaudet, Estelle Keast and Michael Rudd.

Phil Benincasa, School Committee Liaison.

All program information on line at www.ace.colonial.net

Concord-Carlisle Adult & Community Education

~a school service for the community since 1954~ 500 Walden St, Concord 318-1432

500 Walden St, Concord 318-1432 <u>ace@colonial.net</u> <u>www.ace.colonial.net</u>

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

About Minuteman

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a Revolution in Learning, preparing every student for success in college, industry and life.

Carlisle Enrollment

As of October 1, 2013, twelve (12) high school students from Carlisle were enrolled at Minuteman providing a full time equivalent (FTE) of twelve (12) residents of Carlisle. While attending Minuteman, these students receive a number of benefits:

- Experience the Modern American High School. Minuteman offers a distinctly
 modern learning experience where students venture beyond a traditional high school
 curriculum to explore their interests and discover their passion, whether that's Biotechnology, Robotics, Environmental Technology, or something else entirely from
 among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- Prepare for College and Life. Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- Learn from Experts. Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- Make a Fresh Start. From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

Concord-Carlisle Regional High School and Minuteman Half Day Program

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Concord-Carlisle Regional High School *and* receive a competency certificate from Minuteman. Currently, no Carlisle students participate.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to

hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

2013 Carlisle Graduates and Awards

Andrew Sutherland graduated from the Plumbing program and received the Career Program Award for Plumbing.

Carlisle Skills USA Results

Henry Hedden earned a Silver medal in Web Design at the District competition.

Class of 2013 Graduate Achievement Highlights

- 64% college bound or advanced Technical Training, 23% career bound and 8% military (4% unknown).
- 100% of achieved both the Early Education and Care Infant/Toddler and Preschool Teacher Certification.
- 100% Cosmetology test takers passed the State Board examination.
- 100% of Health Occupation graduates achieved college acceptance.
- 100% of Environmental Technology graduates were certified in a 10-Hour General Safety and Confined-Space Entry training. 91% were certified in OSHA 40-Hour HAZWOPER training; 82% received their First Aid/CPR Certification, and 55% passed the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam
- Valedictorian Christine Hamilton, an Environmental Science graduate from Stow is attending Smith College in Northampton. Co-Salutatorians Devon O'Brien a Health Assisting graduate from Lancaster is attending Fitchburg State University and Lindsey McBride an Early Education graduate from Bedford is attending Penn State University.

Regional Agreement

A draft Regional Agreement has been created and will be presented for approval at member community town meetings. This draft was developed over a period of months as a result of receiving a DESE Grant for the study of Minuteman's long-term sustainability as a Regional Vocational High School.

Capital Projects

MSBA Update: Minuteman is currently in the midst of Module 3 of the MSBA process, the Feasibility Study, as authorized in June 2010 on the Building Improvement Program. In conducting this study, the professional team including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the MSBA. This Design Team has submitted a Preliminary Design Program to the MSBA containing six proposals for renovating the current facility or constructing a new one. As part of the MSBA process the Education Plan Task Force formed by the School Committee formulated program offerings based on enrollments of either 435 or 800 students. The projected date for MSBA Board approval of the Schematic Design/Final Program is September, 2014, to align with the District's need to receive feedback from the 16 member communities on the draft amendment to the Regional Agreement.

Curriculum and Instruction

Since 2008, all 9th grade students to have English and Math every day, rather than a "week-on-week-off" schedule, thus providing more consistent and concentrated instruction as well as project-based learning. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2013.

As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice, Entertainment Engineering, and Dental Assisting.

Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.

In 2012-2013, Minuteman instituted its first Advanced Placement course offering: English Literature and Composition. This year, Minuteman added Calculus A-B.

In 2012-2013, written mid-term exams and project-based finals were given across every Career and Technical Education program.

Professional Development

Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals emphasize formative assessment practices summative and assessments. Teachers use common planning time to meet and review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher professional conversations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: student organization, note-taking, unit presentation, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (reading, writing, speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development will again be focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed). To enhance to the implementation of the new evaluation system and to ensure consistency, a total of fifteen Minuteman staff (teacher leaders and administrators) completed the Organizing and Analyzing Teaching course. This past summer, five teachers began the Skillful Teacher course in collaboration with the staff at Greater Lawrence Regional Technical School. Both offerings are presented by Research for Better Teaching.

Student Access, Participation and Support

An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit reorganization to help students with resources to develop habits and techniques to enhance their planning and organization skills.

Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.

The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills, and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among most colleges and universities in the United States.

The Music and Art department continue to grow. Most recently, two students were accepted to the Massachusetts Music Educators Association Northeast District Chorus; one of whom also received and All State Chorus recommendation. We have also initiated a select chorus. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.

Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.

The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

Recognition of Alumni and Other Significant Members of the Minuteman Community

The first class of the Minuteman Hall of Fame was inducted last fall, and the second class was announced for inclusion October 2013.

Judith Taylor – Carlisle Representative to the Minuteman School Committee Edward Bouquillon, PhD – Superintendent-Director

INDEX

Adult and Community Education	232
Assessors, Board of	119
Building Commissioner	132
Carlisle Housing Authority	134
Carlisle Affordable Housing Trust	138
Conservation Commission	164
Conservation Restriction Advisory Committee	171
Council on Aging	141
Carlisle Cultural Council	199
Fire Department	156
Gleason Public Library	194
Health, Board of	123
Historical Commission	146
Household Recycling Committee	175
Land Stewardship Committee	172
Personnel Board	121
Planning Board	177
Police Department	153
Public Works, Department	162
Recreation Commission	186
School Departments:	
Carlisle Public School	200
Concord-Carlisle Regional High School:	
Superintendent of Schools	211
Concord-Carlisle School Committee	217
Concord-Carlisle School Building Committee	221
Concord-Carlisle Scholarship Fund	225
Minuteman Regional Vocational Technical School	234
Selectmen, Board of	58
Town Accountant	62
Town Clerk	15
Town Counsel	62
Town Officials, Appointed	6
Town Officials, Elected	5
Town Tax Collector	118
Town Treasurer	117
Trails Committee	190
Youth Commission	192
Zoning Board of Appeals	148